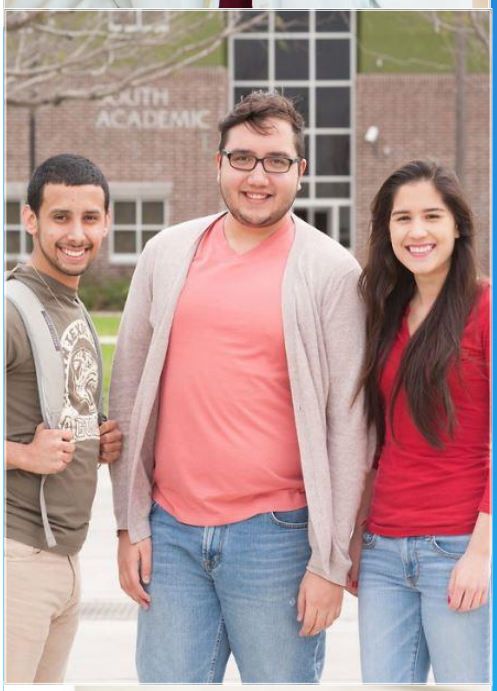


SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

APRIL 2020

Board Meeting
May 26, 2020

SOUTH TEXAS COLLEGE

STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

SOUTH TEXAS COLLEGE

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

TO:	DR. SHIRLEY REED, PRESIDENT
FROM:	MATHEW HEBBARD, VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT
DATE:	APRIL 30, 2020
SUBJECT:	ACTIVITY REPORT FOR MAY 1, 2020 THROUGH MAY 31, 2020

VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT, MATHEW HEBBARD

PARTICIPATED

- South Texas College Regular Board Meetings
- South Texas College President's Cabinet meetings
- South Texas College Board Presentations: CARES Act Student Funds, May Commencement, Enrollment
- Conducted weekly Division Leader's meetings to maintain communication within the Division.
- Conducted weekly meetings with Office staff
- Conducted daily communication with Division Leader's and office staff via TEAMS, phone calls, emails and text messages
- Conference call with McAllen Economic Development Corporation and Dr. Plummer regarding training and recruitment in Mexico
- Developed Work Safe Plans and Student Services Limited Services on all campuses
- Planning meeting regarding Summer enrollment
- RootEd Alliance Agency Grant Conference Call
- Lead Admissions Policy Review Committee meeting for NAH Program Application Changes
- Meeting with South Texas College and Workforce Solutions via ZOOM
- THECB, Treilis, Greater Texas Foundation Emergency Funds Grant Meeting.
- Institutional Return to Work meeting with College President, VP's, Director of Facilities.
- Student Town Hall with Representative Henry Cuellar
- Lead STC and Workforce Solutions Meetings on Grant Opportunity for Student Completion in high-demand occupations
- TACC/SACS meeting with Dr. Belle Wheelan on Timeline for Reaffirmation and Changes in Institutional Instruction/Operations Due to COVID-19
- THECB webinars regarding TSI/Developmental Education updates due to COVID-19

ENROLLMENT SERVICES AND REGISTRAR

- To date, **9,367** students have registered online for Summer 2020 and **3,707** students have registered online for Fall 2020 after OAR processed required documents and cleared the students to register.
- Assisted with the transition of ALL Spring 2020 and ALL Summer 2020 classes from in-person to online by making changes in Banner.
- Got VPN access early on for staff to work from home; communicated with staff via Teams app; scheduled staff to return to work on a rotation basis.
- Assisted students by responding to **thousands of emails** sent to the "admissions" address and "registration" address, as well as on the phone, if necessary.
- Worked on setting up QLess software for OAR to allow students to schedule in-person appointments.
- Director of Student Records & Registrar ("Director/Registrar") and Coordinators participated in meetings via Zoom app.
- Director/Registrar and Coordinators worked together for the benefit of faculty, staff and students to provide guidance, assist with duties and resolve issues, regarding all aspects of admissions, registration, transcript evaluations, graduation and records.
- Compliance Coordinator worked on CBM Reports required by the Texas Higher Education Coordinating Board (THECB), along with reporting specialist, who assists with related reports.
- Graduation Analysts continued reviewing potential May 2020 graduates.
- Document Management Specialist downloaded, reviewed and verified **2,055** *Admission Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during April 2020.
- Specialists for international students and residency reviewed the residency status of all new students, including dual credit high school students and Senate Bill students submitting an *Affidavit*, and assisted international students online and on the phone with all aspects of admissions and registration.
- STC has **11** international students enrolled for Summer 2020 semester and **17** international students enrolled for Fall 2020 semester, to date.
- Processed **306** course substitutions and exceptions in Degree Works during April 2020.
- Processed requests for reinstatement sent via email for **24** students during April 2020.
- Processed Change of Grade forms for **31** students during April 2020.
- Processed **3,164** requests to withdraw from Spring 2020 during April 2020.
- Processed **513** high school and **637** college/university transcripts during April 2020.
- Evaluated **434** transcripts from other colleges and universities during April 2020.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **2,450** STC transcripts during April 2020.
- Scanned and indexed **1,340** documents submitted by students during April 2020.
- Sent daily electronic *Acceptance Letters*, *Missing Information Letters* and *Jagnet Access Letters* to students' personal e-mail accounts, provided on their ApplyTexas *Admission Application*.
- Ran process in Banner and sent monthly electronic file to the National Student Clearinghouse for use with education/degree verifications and enrollment verifications.

STUDENT FINANCIAL SERVICES AND VETERANS AFFAIRS

- SFS Director & Coordinators met weekly for updates on Federal regulations, deadlines and College Updates in regards to COVID-19 via Zoom meetings
- College Closure was given for the month of April, SFS & VA staff was still assigned to work from home and in the office
- April 6 schedule given on what days and times to come on campus to work on their programs. First group came in 8:00 a.m. to 12:00 p.m. and second group from 1:00 p.m. to 5:00 p.m. staff was notified about facial mask and 6 feet distance being a requirement.

- Student files are being completed and awarded, files are coming in via email, fax and mail.
- NASFAA Conference cancelled for this year, Administrative Assistant called hotel to request the first night deposit that was done with staff's credit card. NASFAA registration was automatically cancelled.

DUAL2DEGREE

IMPORTANT HIGHLIGHTS

- Due to COVID-19, registration of dual credit students in s sections will be processed manually by the Dual2Degree Department.
- Department staff continues to process enrollment documents and course rosters for Summer terms and is providing Exception Reports to ISDs, which list students who are not clear to enroll.
- Department is monitoring section enrollment and providing updates to ISDs ahead of the May 22nd deadline for sections to reach a minimum enrollment of 10 students.
- Dual2Degree and Dual Credit Pathways departments are working collaboratively to monitor and enforce STC Dual Credit Program policies. Reports are being provided to ISDs regarding students not in compliance and students are being dropped from applicable sections.
- Department continues to register students in non-s sections and notifying students of enrollment.

MEETINGS WITH STC DEPARTMENTS (INTERNAL)

- STC Adult-Learner Enrollment Strategies Planning Meeting
- Meeting with College Connections Coordinator to Plan for Summer/Fall Adult Learner Marketing and Enrollment Activities
- Meeting with Dean of Dual Credit and Director of Dual Credit Pathways to discuss Dual Credit Policy Monitoring and Enforcement
- Meeting with Dean of Dual Credit and Director of Dual Credit Pathways to discuss conversion of S sections to SV sections
- Meeting with Counseling & Student Disability Services and Dual Credit Pathways to discuss Academic Progress Standard procedures for Summer and Fall
- Meeting with Dean of Dual Credit and Director of Dual Credit Pathways to discuss Fall enrollment updates
- Meeting with Director of Dual Credit Pathways to discuss Non-S Section Enrollment Procedures
- Meeting with Director of Dual Credit Pathways to discuss Summer Program updates
- Dual2Degree Weekly Department Meetings
- Dual2Degree Weekly Department Supervisor Meetings
- Dual2Degree Weekly Coordinator Meetings
- Dual2Degree Training on New Enrollment Documents and Process
- Dual2Degree Personnel Committee Meeting
- Dual2Degree Student Success Committee Meeting
- Dual2Degree Enrollment Services Meeting
- SAEM Division Leaders Meeting
- Enrollment Management Leaders Meeting

MEETINGS WITH SCHOOL DISTRICTS (EXTERNAL)

- The following meetings were held with partnering ISDs to plan for Summer/Fall enrollment:
  - Edcouch-Elsa ECHS
  - La Joya ISD Central Office
  - PSJA ISD Central Office
  - Sharyland AAA
  - Sharyland HS
  - Weslaco ISD Central Office
  - Veterans Memorial HS
  - Mission HS
  - Mission CTE HS
  - Valley View ECC/ECHS
  - Robert Vela ECHS
  - Edinburg Collegiate ECHS
  - J. Economdes ECHS/HS
  - Edcouch Elsa HS
  - Rio Grande City HS
  - Roma HS
  - Benito Juarez HS
  - Palmview HS
  - Edinburg North HS/ECHS
  - Vanguard Academy
  - Vanguard Beethoven
  - Progreso HS/ECHS
  - Sonia Sotomayor ECHS
  - PSJA North
  - PSJA Memorial
  - Weslaco HS/ECHS
  - Weslaco East HS/ECHS
  - Mercedes Early College Academy
  - Mercedes HS
  - PSJA T-STEM
  - San Isidro HS
  - La Villa
  - Rio Preparatory ECHS
  - Jimmy Carter ECHS
  - Thelma Salinas ECHS
  - La Joya Academy
- CAEL/Excelencia Adult Learner Grant conference call
- CAEL/Excelencia Adult Learner Marketing Works

COLLEGE CONNECTIONS

SOUTH TEXAS COLLEGE

- High School Student Ambassador Kick Off Event

DEPARTMENT MEETINGS AND EVENTS

- LSJISD2STC Senior EXPO

RECRUITMENT

- Border Patrol Special Operation Detachment Annex – College Presentation
- PSJA ISD – College & Career Fair
- Economedes High School – Open House
- U.S. Customs Anzalduas Port of Entry – College Presentation
- U.S. Customs Hidalgo Port of Entry – College Presentation
- U.S. Customs Pharr Port of Entry – College Presentation
- McAllen Memorial High School – College Presentation
- PSJA Sotomayor High School – College Presentation
- Grulla High School – Follow Up Campus Visit
- Robert Vela High School – College Presentation
- San Isidro High School – College Presentation
- Mercedes Early College Academy – Campus Visit
- Sharyland Pioneer High School Transition Event for Special Ed students – College Presentation
- Meeting with Prospective Student – 2 Student
- Santa Rosa High School – College Presentation
- RGV Sector Veteran's Benefits Fair
- CBP Sector – Post Academy Presentation

APPLY TEXAS

- Valley View High School
- Edcouch Elsa High School

FAST TRACK

- Valley View High School

School	Campus	Attended	Registered
Valley View High School	Pecan	34 Students	33 Students

PARENTS

- PSJA Sotomayor High School – Parent Night
- Robert Vela High School – Parent Night

COMMUNITY EVENTS

- Mexican Consulate Ventanilla Educativa

ELEMENTARY & MIDDLE SCHOOL

- La Feria ISD – Noemi Dominguez Elementary – College Night
- La Joya ISD – Memorial Middle School – Career Fair
- Donna ISD – Patricia S Garza Elementary School – College & Career Day
- Weslaco ISD – Central Middle School – Career Fair
- Mission CISD – Leo Marcell Elementary School – Career Fair
- Roma ISD – Roel A. and Celia R. Saenz Elementary School – Career Fair

CAMPUS TOURS

- Pecan Campus
  - Personal Tour – 2 visitors
  - Dual2Degree Fastrack – 38 visitors
  - Valley View High School – 34 visitors
  - J. Castro Elementary – 61 visitors
- MidValley Campus
  - 21st Century Weslaco CTE ECHS – 40 visitors
  - STC Continuing Education – 25 visitors
- Starr Campus
  - No Tours
- Nursing and Allied Health
  - Personal Tour – 2 visitors
- Technology Campus
  - South Texas ISD – 31 visitors
  - Sharyland High School – 29 visitors
  - Sharyland Pioneer High School – 25 visitors

Campus	# Visitors
Pecan	135 visitors
Mid-Valley	65 visitors
Starr	No Tours
NAH	2 visitors
Tech	85 visitors

CALL CENTER

Phone Calls - March	
Inbound Calls	6,259 calls
JagChat – March	
Chats	94 chats
Phone Calls – April	
Inbound Calls	5,892 calls
Jagchat – April	
Chats	673 chats
Mongoose Texts	
Summer/Fall Recruitment	6818 texts sent w/3551 replies
Telemarketing	
Stop Outs – Students Registered Fall 2019, Not Spring 2020	4,540 students called
Radius	

Campaign	Date	Emails Sent	Emails Viewed	Total Students
Coronavirus Update - Student Message	03/12/2020	28243	6199	28524
2020 Student Handbook Notice	03/05/2020	28248	5136	28687
Coronavirus Update: Classes Delayed	03/13/2020	28233	7055	28250
Transition to Online Services	03/25/2020	28850	12695	29787
Transition to Online Services - STC Email	03/27/2020	28256	5407	28270
May 2020 Graduation Postponed	03/27/2020	3206	1156	3210
2020 Summer/Fall Jagnet Username	04/20/2020	4487	1886	4657
2020 Seniors with prior dual 30+ hours	05/01/2020	2198	1226	2270
2020 Seniors with prior dual less than 30 hours	05/01/2020	4475	1953	4824

ASSESSMENT CENTER

WALK-INS AND TESTING REPORT

Student Assessment Center Monthly Activity Report April 2020					
Campus	**Student Walk-Ins to Get Information**	**Market Place/ Pearson Vue/ACT Total Reservations Placed**	**Examinees That Tested**	**Type of Exam**	**Exams YTD as of September 1, 2019**
Pecan Campus				**ACT**	
Mid- Valley			**(%show)**	**TSI EXAM**	**622**
Starr Campus			**(% show)**	**TSI EXAM**	**267**
Pecan Plaza			**(%show)**	**GED/ PEARSON**	**498**
Pecan Plaza			**(% show)**	**TSI EXAM**	**1,626**
Pecan Plaza			**(% show)**	**HESI**	**615**
Pecan Plaza			**(%show)**	**HiSET**	**85**
TOTAL:			**(% show)**		**3,713– All Campuses YTD**

- Due to Campus Closure, all in person testing in April was postponed for May. We assisted students, faculty and staff inquiries all by email for a total of **949 total emails** for April.
- Supervisors held various meetings with various Testing Vendors, Texas Education Agency, Texas Higher Education Coordinating Board, other Higher Ed institutions, SAEM Leaders, etc. Supervisors had full access to Banner, Argos, UC4 to perform many duties to serve students and staff as needed.
- Staff assisted with calling stop out students, searching for test scores, updating student testing profiles, answering inquires by email, various trainings on new testing protocols, Microsoft Teams Weekly meetings among other duties as needed.

TSI Scores: by placement score February 2020			
READING		**READING**	
Monthly (04/01/-04/30/20)		**Year To Date (09/01/19 – 04/30/20)**	
College ready (351+)	0	**College Ready** (351+)	352
Holistic Placement (349-350)	0	Holistic Placement (349-350)	83
Developmental Ed (342-348)	0	Developmental Ed (342-348)	372
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	70
ABE Level 5 (Developmental Ed)	0	ABE Level 5 (Developmental Ed)	239
ABE Level 4	0	ABE Level 4	99
ABE Level 3	0	ABE Level 3	34
ABE Level 2	0	ABE Level 2	45
ABE Level 1	0	ABE Level 1	15
Total	**0**	**Total**	**1309**
MATH		**MATH**	
Monthly (04/01/20-04/30/20)		**Year To Date (09/01/19 – 04/30/20)**	
College Ready (350+)	0	**College Ready** (350+)	138
Holistic Placement (348-349)	0	Holistic Placement (348-349)	78
Developmental Ed (336-347)	0	Developmental Ed (336-347)	464
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	0
ABE Level 5 (Developmental Ed)	0	ABE Level 5 (Developmental Ed)	272
ABE Level 4	0	ABE Level 4	216
ABE Level 3	0	ABE Level 3	79
ABE Level 2	0	ABE Level 2	44
ABE Level 1	0	ABE Level 1	8
Total	**0**	**Total**	**1299**
Writing		**Writing**	
Monthly (04/01/20-04/30/20)		**Year To Date (09/01/19 – 04/30/20)**	
College Ready (340 & 4+ Essay or 5+)	0	**College Ready** (340 & 4+ Essay or 5+)	587
Developmental Ed (310-390 & 0-4 Essay)	0	Developmental Ed (350-362 & 0-4 Essay)	161
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	4
ABE Level 5 (Developmental Ed)	0	ABE Level 5 (Developmental Ed)	11
ABE Level 4	0	ABE Level 4	20
ABE Level 3	0	ABE Level 3	27
ABE Level 2	0	ABE Level 2	12
ABE Level 1	0	ABE Level 1	11
Total	**0**	**Total**	**833**
Data retrieved from College Board Accuplacer			

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
0	Student walk-ins and visits
60+	CTE Student Contacts
35	Student & Alumni Registered on CCN
34	Student & Alumni Resumes Revised/Uploaded on CCN
3	New Employer Registered on CCN
20	Jobs posted to CCN
0	Workshops Presented
0	On Campus Recruitment
1716	Career Coach Total Visits

** Indicates, No Change since previous reporting period.*

CURRENT/UPCOMING ACTIVITIES & EVENTS

On Campus Recruitment

Workshop & Presentations / Activities

- Job Development
  - Aircool Tech - ACT. Corporation - 1 job posting
  - Coreslab Structures (Texas) Inc. - 1 job posting
  - Entravision Communications - 3 job postings
  - PMG, Inc. - 3 job posting
  - Synergy Elite, Inc. - 1 job posting
  - The Borgen Project - 9 job postings
  - TTEC - 1 job posting
  - U.S. Peace Corps - 1 job posting
- Employer Outreach
  - Garver USA
  - Farmers Insurance
  - U.S. Army
  - R Communications
  - The Little Medical School
  - 911 Bodyworks
  - Doctors Hospital at Renaissance
  - Promo Universal
  - Vector Marketing
  - Presidente Health Care
- Employer Registrations
  - Ewing Irrigation and Landscape Supply
  - TransPerfect
  - Vaddo, Inc.

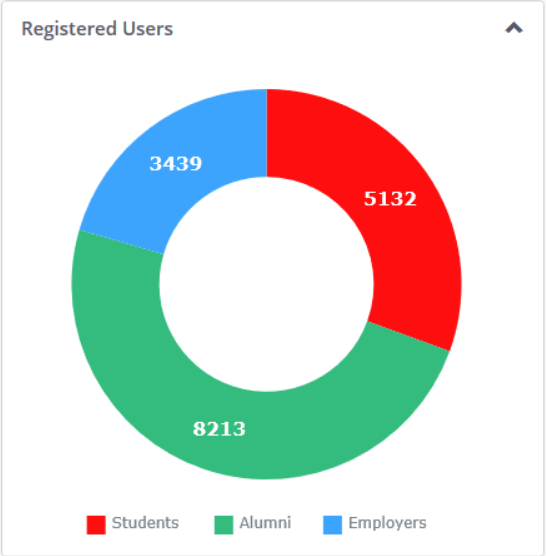
Coordination of Upcoming Events

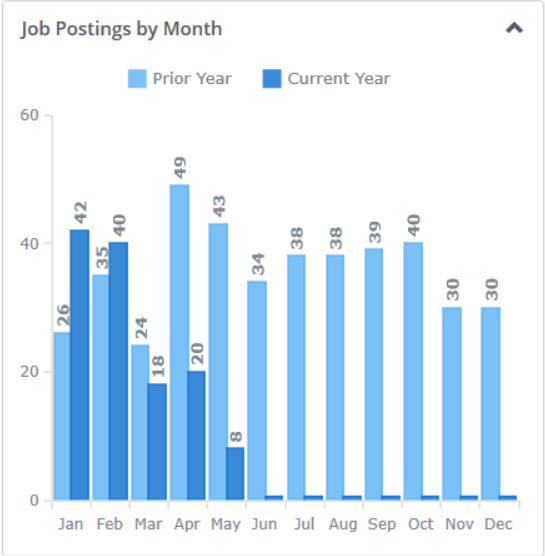
- CES is exploring ways to leverage CCN's Career Services Central to offer virtual job fairs utilizing the "Live Event Manager" platform.
- CES continues to update the website to improve on the pathway which facilitates the navigation process for students seeking CES services.
- CES and PR coordinating with U.S. Census Bureau to continue with efforts related to furthering initiatives regarding the goals of the Complete Count Committee at STC.

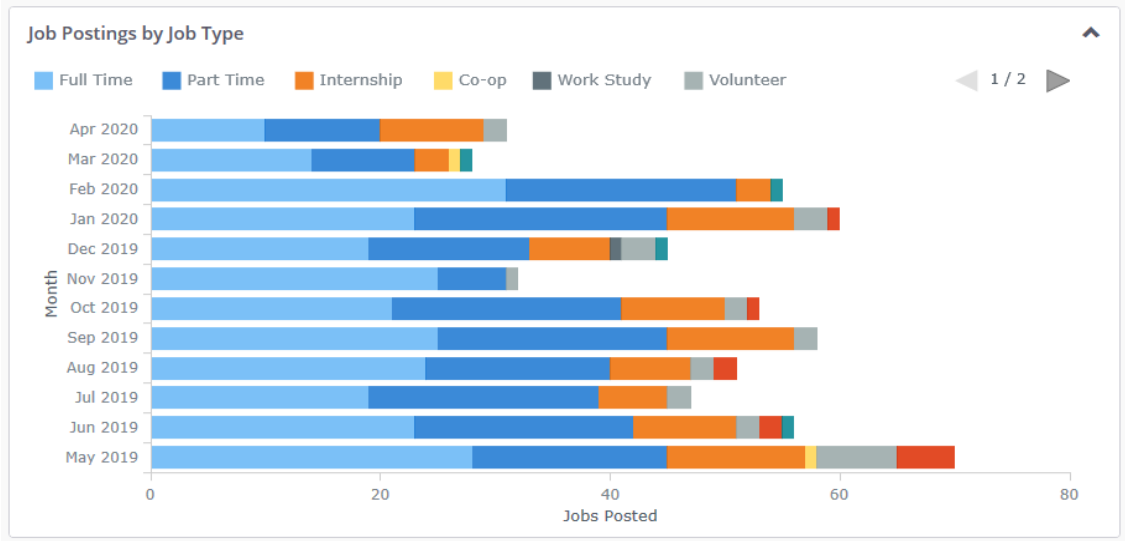
MEETINGS AND MISCELLANEOUS INFORMATION

- CES initiated remote service contingency plan which outlined how CES staff would continue to work via online and provide student services in a virtual setting.
- Developed Career & Employer Services Student Satisfaction Survey for virtual services. workshops, appointments, and projects.
- Facilitated resume and cover letter writing and review sessions with BAT Medical Health Services Management program May 2020 graduates.
- CES staff participated in virtual training via webcast provided by on24event titled "The Great (Forced) Migration to Remote Learning: A survey of Instructors and Campus Leaders".
- Worked in collaboration with BAS Organizational Leadership program to provide resume & cover letter reviews and facilitate mock interviews for May 2020 graduates.
- Worked in collaboration with BAT Technology Management program to provide resume & cover letter reviews and facilitate mock interviews for May 2020 graduates.
- CES staff participated in a training webinar provided by INSIDE Higher Ed regarding "Student Success: Everyone's Responsibility".
- Working in partnership with Respiratory Therapy program to provide resume & cover letter reviews and facilitate mock interviews for May 2020 graduates.
- CES staff participated in a training webinar provided by the Leadership Development Institute regarding "Leading with Resilience".
- Facilitated resume and cover letter writing and review sessions with Health Information Technology program May 2020 graduates.
- CES staff participated in a training webinar provided by the Leadership Development Institute regarding "Strengthening Communication During Times of Crisis".
- Researching and developing social media strategies to boost student and alumni remote engagement.
- CES staff participated in the "Academic Advising and Student Support from a Distance: 6 Higher Ed Leaders Discuss Their Approach" webinar.
- CES staff participated in "Career and Technical Education and COVID-19" webinar.
- CES generated and disseminated a reminder email to employers notifying that the STC 2020 Spring Career Expo has been postponed to October 14, 2020.
- CES staff received virtual training thru CCN's "Interviews: Via Virtual Venue" podcast.
- 25 CCN Resume revisions
- 25 student email outreach
- CES staff participated in an emergency call in meeting with management to discuss contingency plans regarding the continued campus closure.

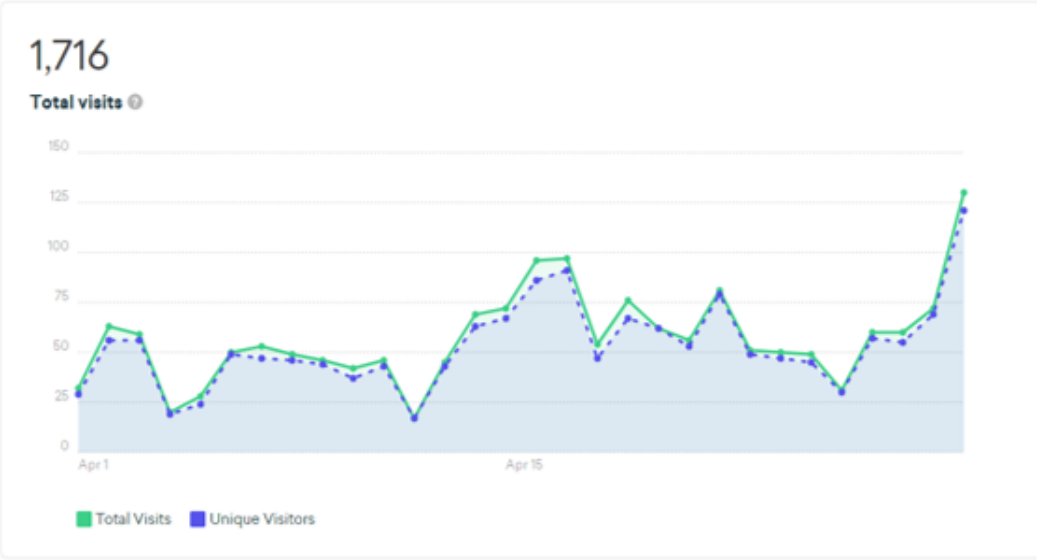
Career Coach Logistics







Career Coach



OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

OFFICE OF THE OMBUDS

April 2020

- The Office of the Ombuds has created workshops for Work-studies
- The Office of the Ombuds made Student a Dispute Resolution Student Academy workshops and activities online to facilitate student completion.
- The Office of the Ombuds have participated on the following webinars:
  - April 7, 2020 – Accessibility Lecture Series – Student Disability Services Best Practices and Legal Updates
  - April 8, 2020 – Eckerd College Webinar: Leading with Resilience
  - April 13, 2020 – Webinar: Self-Care and Nurturing in Troubling Times
  - April 16, 2020 - Eckerd College Webinar: Strengthening Communication
  - April 23, 2020 – Region One Webinar: COVID-19 and the Social Emotional Development of the Young Child
  - May 1, 2020 - Accessibility Lecture Series- the Legal Year in Review

OFFICE OF STUDENT CONDUCT

April 2020

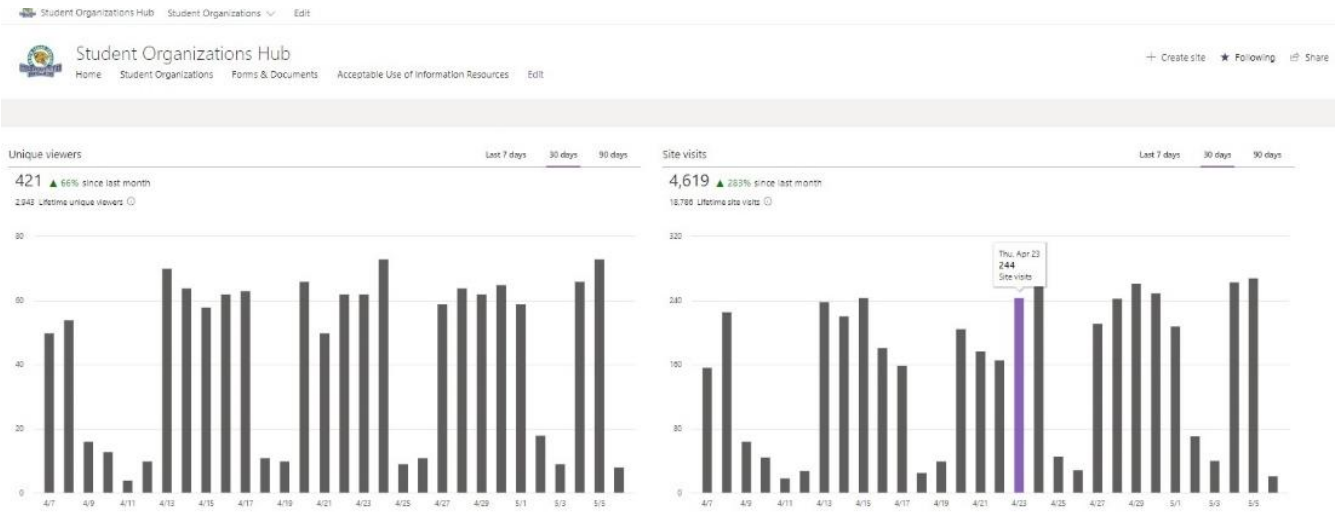
- The Office of Student Conduct is working with the Vice President with the 2 Student Conduct Specialists hiring proposals.
- The Office of Student Conduct have participated on the following webinars:
  - April 7, 2020 – Accessibility Lecture Series – Student Disability Services Best Practices and Legal Updates
  - April 8, 2020 – Eckerd College Webinar: Leading with Resilience
  - April 13, 2020 – Webinar: Self-Care and Nurturing in Troubling Times
  - April 16, 2020 - Eckerd College Webinar: Strengthening Communication
  - April 23, 2020 – Region One Webinar: COVID-19 and the Social Emotional Development of the Young Child
  - May 1, 2020 - Accessibility Lecture Series- the Legal Year in Review

STUDENT ACTIVITIES AND WELLNESS

Student Organizations Hub Traffic

421 Unique user visits

4,619 Site visits



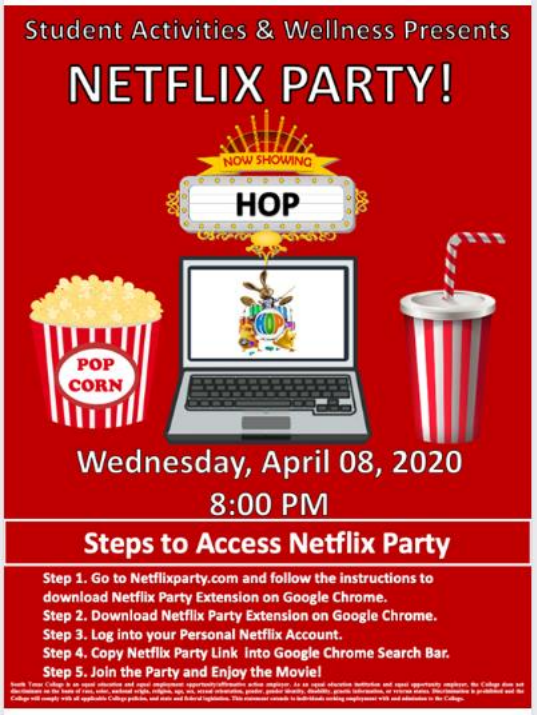
Facebook Activity

Kept students informed by posting updates on FB of services available to them by the college

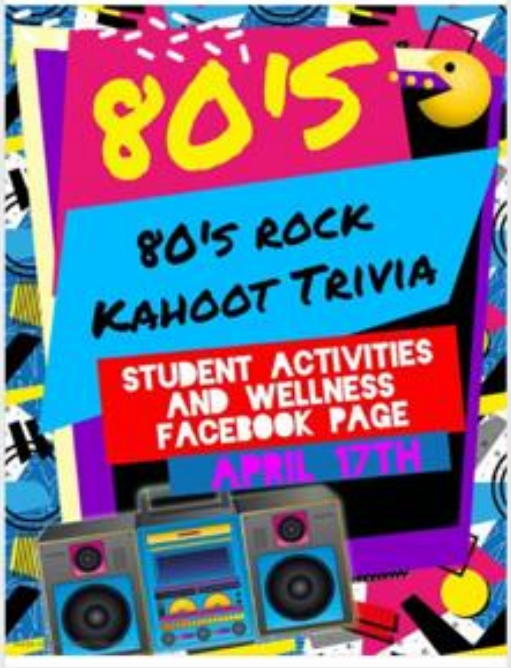
- President's Updates
- Library
- CLE
- Counseling
- College Updates

Netflix Parties

Showing of Hop and Avengers Infinity War



Kahoot Trivia Games



Earth Day post with ideas to get involved with Earthday.org to celebrate 50 years of Earth Day

Various Jerry's Online Brain Games/Activities

- Jerry's Equation
- Find the Characters
- Online Puzzle
- Jerry's Virtual Museum Tours
- National Superhero Day
- Spot the differences

Food Pantry open for students

Intramural Sports Online Competitions

- Trick Shot Video Contest
- National Trivia Night
- Jaguar Walk/Run Challenge
- FIFA 20 Video Game Tournament
- Mario Kart Tourney
- Madden 20 Video Game Tournament
- Super Smash Bros Tourney
- NBA 2k Game Tournament
- 2020 NIRSA Region 4 eSports Tournament

Student Government Association virtual zoom weekly meetings (1 per campus)

Student Government Association video message to the student body regarding COVID-19

COMPREHENSIVE ADVISING

PROGRAMS/ACTIVITIES/MEETINGS

A. Programs/Activities/Meetings:

- **Academic Advising**
  - Worked on operational plan to provide academic advising services remotely for all STC students and prospective students
  - Executed operational plan and provided advisement sessions remotely for students
  - Worked with faculty to provide "Priority Advising for Registration" services for students remotely

- **Faculty Advising**
    - Reviewed the student case load for the Faculty Advising Program – Pilot and comments by faculty advisors on their advisees' Degree Works profile.
    - Communicated with the Philosophy Department to re-schedule the Faculty Advising Certification Training
    - Aided faculty advisors on advising related issues
    - Communicated via email to the Faculty Advising Certification Training – Spring 2020 participants to inform them of the schedule changes made to the training.
    - Sent email to all faculty advisors informing them of availability of Coordinator of Faculty Advising to provide Faculty Advising services virtually and to assist them on any issue/question related to advising
    - Researched on the topics of Faculty Advising, NACADA clearinghouse website for material to use as a standalone workshop or to be added to the Faculty Advising Certification Training
- **Mentoring Services**
    - **College Advising Training Program-** developing a plan to offer training remotely
    - **THECB Work Study Mentorship Grant** – maintained contact with mentors and offered training for student mentors
    - **Beacon Mentoring Program** – a total of 15 sections are participating in Beacon Mentoring this Spring 2020 semester; maintained ongoing communication with Beacon Mentors and Instructors; Beacon Mentors contacted students through email to communicate important reminders and information
- **PASS Program**
    - Staff provided academic advisement for PASS Program participants remotely by phone and email
    - Developed operational plan for collection/distribution of textbooks meeting all CDC guidelines
    - Staff maintained ongoing contacts with students on their caseloads;
- **Carl Perkins**
    - Director of Comprehensive Advisement serves as Student Affairs & Enrollment Management Liaison for Carl Perkins Grant;
    - Met with PASS Program staff to review activities and evaluation for Perkins
    - Gathered data for upcoming Biannual Report and collaborated with SAEM Directors on Carl Perkins related activities and staff

PARTICIPATED IN THE FOLLOWING

- **Guided Pathways**- Director is serving as Co-Lead of Guided Pathways met with Co-Lead Dr. Cristopher Nelson; presented to the Grants Department on Pathways and on how they can support with funding for implementation
- **Quality Enhancement Plan (QEP)** – Director serves as QEP Director; subcommittees (process mapping, Research & Assessment, Literature Review and Design, Marketing, Budget & Resources); held multiple meetings with STC SACSCOC Liaison; core QEP team; developed Roadmap for My Advising Plan and met with QEP Coach – Dr. Connie Green multiple times in preparation of STC College Community Feedback Forum Sessions.

Preliminary Forms

- Reviewed/approved timecards, reports, invoices, activity reports, grant forms, and other department/grant related items

COUNSELING AND STUDENT DISABILITY SERVICES

Counselor Student Contacts							
Campus	**Career/ Transfer Services**	**Title IX Pregnant & Parenting Services**	**Academic Counseling-Probation/ Suspension**	**Mental Health**	**Student Disability Services**	**Other Services**	**Total**
Mid-Valley	**9**	**33**	**26**	**66**	**81**	**0**	**215**
NAH	**1**	**40**	**11**	**30**	**27**	**0**	**109**
Pecan	**26**	**78**	**72**	**293**	**320**	**0**	**789**
Starr Co.	**5**	**37**	**34**	**54**	**81**	**0**	**211**
Technology	**0**	**2**	**7**	**18**	**163**	**0**	**190**
Total	**41**	**190**	**150**	**461**	**672**	**0**	**1514**

MEETINGS/CONSULTATIONS

- Pecan, Mid-valley, NAH, Tech and Starr Campus Case Staffings
- Student Disability Services Case Management Case Reviews
- Mental Health Counseling/Case Management Case Weekly Reviews
- Sign Language Interpreter's Student Schedules Updates
- Academic progress case management, academic advising, review and completion of academic improvement plans, and scholastic appeals
- Coordination and creation of documents for semester mental health & personal growth workshops
- Academic, Career, & Mental Health Counseling
- Student Disability Services case management: process intakes, update of student intake & records (medical/academic), coordinate classroom accommodations
- Sign Language Interpreting Services
- Title IX Pregnant and Parenting Student Case Management, Forms Committee, Referrals and Staffing
- Individual and Group Supervision Meetings with UTRGV and TAMUK Interns
- Title IX Committee Meeting
- SAEM Division Leaders Meeting
- COVID-19 Compulsory Distance Learning Meeting
- ASL Interpreters Meeting
- Student Affairs Division Leaders Meeting
- Weekly Meetings with Counselors and Student Success Specialist
- Interview on the Social Work Profession by South Texas College Student
- Meeting with CSDS Workstudies
- Review, gather and complete Working from Home Reports for CSDS
- Review, refer and respond to Counseling Department Emails
- Created and implemented Microsoft Forms for CSDS
- QLess Integration meetings
- CSDS Department Meetings
- CSDS COVID 19 Operational Plan Meeting
- Stakeholders Meeting, Coalition for Empowering Children and Families
- Dual Credit Academic Standing Meeting
- Implementation of Student Portal
- Meeting on Crisis Prevention Institute Trainings

WORKSHOPS/PRESENTATIONS

- Virtual Workshops, Microsoft Teams Live Events:
- Managing College, Work, Family and Myself
- Sleep: What you need to know
- What is Trauma?
- Parenting 101
- Balancing College, Work and Family
- Choosing a Career
- Managing Stress
- Appreciating our Diverse World
- Positive Self-Talk
- Goal Setting
- Adjusting to the Virtual World

Presentations:

- Laughter Yoga to UTRGV School of Medicine

PROFESSIONAL DEVELOPMENT

- AHEAD Webinar Assistive Technology for Students with Mental Health Conditions
- Salome Heyward & Associates Best Practices Series: Legal Updates
- Microsoft Teams Trainings
- How the Corona Virus Will Impact Enrollment webinar
- Building an Online Orientation for Specific Student Populations webinar
- Tips, Tricks and Hidden Stuff in Office 365 webinar
- The New Accessibility: Students With Disabilities and Access to Technology webinar
- Building an Accessible Culture in Higher Ed, a virtual a11y conference session

Full-Time ASL Interpreter Services Report	
Type of Service	**Number of Classes**
Number of Classes Interpreted Total	126
Additional Services	**Number of Students**
Interpreted Admissions/Enrollment	6
Interpreted General Advising	6
Interpreted Financial Services	2
Interpreted for Testing Services	
Interpreted Counseling Services	7
Interpreted Student Disabilities Services	6
Interpreted orientation/outreach	40
Interpreted for TITLE IX	
Interpreted Tutoring Services	6
Telephone Contacts with Students	67
Interpreter Hosted Workshops	6
Interpret student/instructor meeting	24
Other	174
Total number of services provided	**470**

Student Success Specialist Activity Report	
Type of Service	**Number of students**
Interpreter requests	4
Interpreter requests filled	3
Interpreter requests denied/canceled	0
Contacts with SDS Students	8
Meeting with SDS Students	0
Additional Services	**Number of services/interns/interpreters**
ITP Intern supervision	0
Observing part-time Interpreters	0
Interpreter Feedback Session	0
Professional development	9
Hosted Workshops/Presentations	2
Assigning assignments to Interpreters	1
General Interpreter/community Meetings	4
Conducted Interpreter/Work-study Interviews	0
Appeals Meeting	0
Testing	0
Total	**31**

SOUTH TEXAS COLLEGE

FINANCE AND ADMINISTRATIVE SERVICES

SOUTH TEXAS COLLEGE

OFFICE OF THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

TO: DR. SHIRLEY A. REED, PRESIDENT

FROM: MARY G. ELIZONDO, VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

DATE: MAY 21, 2020

SUBJECT: ACTIVITY REPORT FOR APRIL 1, 2020 THROUGH APRIL 30, 2020

MARY ELIZONDO, VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the President's Cabinet Meetings, Board of Trustees Special Meetings, Board of Trustees Meeting, and Finance and Administrative Services Director's Meeting.
- Business Office:
  - Held conference call on Legislative Budget Board (LBB) Report - COVID- 19 expenses with Comptroller and Finance and Administrative Services Project Manager.
  - Held discussion on FY 21 Budget with Comptroller and Budget Manager.
  - Conducted TEAMS call with Comptroller on items needed for the Special Board Meeting.
  - Participated in TEAMS call with Comptroller and Academic Affairs staff on the revenue loss from waiving the electronic distance learning fee to dual credit students.
  - Participated in Teams call with Comptroller to discuss the FY 2021 budget, FY 2020 budget amendment, and special funding from the Department of Education.
  - Participated in Teams call with the Vice President for Academic Affairs and Comptroller to discuss the revenue loss estimations for the Distance Learning Fee.
- Facilities Operations and Maintenance:
  - Held discussion on COVID-19 online trainings with Director of Facilities Operations and Maintenance and the Environmental, Health and Safety Manager.
- Human Resources:
  - Held conference call on COIVD-19 Frequently Asked Questions with Comptroller and Interim Director of Human Resources.
  - Held conference call on Frequently Asked Questions with Interim Director of Human Resources, Comptroller, and Director of Accountability Risk and Compliance.
  - Met to discuss furlough of employees with Interim Director of Human Resources.
- Accountability, Risk, and Compliance:
  - Held discussion on Cost Study Request for Proposal (RFP) with the Director of Accountability, Risk and Compliance, the Director of Purchasing and Finance and Administrative Service Project Manager.

- Held discussion on Cyber Application for 2020 - 2021 with Director of Accountability, Risk and Compliance.
- Attended meeting to discuss Building Limits for Property Schedule with Director of Accountability, Risk, and Compliance, Risk Management Consultant, and Facilities Planning and Construction staff.
- Held meeting to discuss new projects/assignments and other items with Director of Accountability, Risk, and Compliance.
- Held meeting to discuss objective and next steps for Employee Access Campus Procedures and Employee Pre-screening Form with Director of Accountability, Risk, and Compliance, Finance and Administrative Services (FAS) Directors, and College staff.
- Attended meeting to discuss Texas Association of School Boards (TASB) Policy Management Services agreement, Faculty Cost Study Request for Proposal (RFP), and other items with Director of Accountability, Risk, and Compliance.
- Held discussions on furniture values, management report, and board write-up with Director of Accountability, Risk, and Compliance.
- Attended various meetings on COVID-19 related items with Director of Accountability, Risk, and Compliance.
- Attended meetings to discuss Board write-up on Building Limits and Furniture Limits for Property/Casualty Insurance Request for Proposal (RFP) with Director of Accountability, Risk, and Compliance.

- <u>Facilities Planning and Construction:</u>
  - Held conference call with Director of Facilities Planning and Construction, Project Managers, and Director of Facilities Operations and Maintenance to discuss Facilities projects, Facilities Committee and Board packet items, and other outstanding items.
  - Held meeting on discussion of Facilities projects outstanding issues.
- <u>Food Services:</u>
  - Help conference call on possible department furloughs with Director of Food Services.
  - Held Zoom call to discuss furlough of employees with Director of Food Services, Food Services Staff, and Director of Human Resources.
- <u>Institutional Equity:</u>
  - Held conference call to discuss introduction, tasks, and priorities with Institutional Equity Officer and Institutional Equity Manager.
  - Attended introductory conference call with Institutional Equity Officer and the Finance and Administrative Services Directors.
  - Attended conference call to discuss Family Medical Leave Act (FMLA) laws with Institutional Equity Officer.
  - Held conference call to discuss Guidance Draft for department heads with Institutional Equity Officer.
  - Held conference call to discuss COVID-19 Response with Institutional Equity Officer and Interim Director of Human Resources.
  - Held discussion of policies affected by COVID-19, sample university plans, and related applicable laws and requirements with Institutional Equity Officer.
  - Held Title IX case(s) review and approval meeting with Institutional Equity Officer.
  - Held two meetings to discuss weekly activities with Institutional Equity Officer and Finance and Administrative Services staff.
  - Participated on conference call to discuss Title IX Notice, Clery Act and Violence Against Women Act (VAWA) Internal Audit, Title IX Audit, Title IX, Clery Act, and Violence Women Act (VAWA) Board Presentation, and Title IX Committee Meeting with Institutional Equity Officer.
  - Attended conference call for F Plan, Staffing List, Notice, Guidance, and spreadsheet with Institutional Equity Officer and Interim Director of Human Resources.
- <u>Title IX:</u>
  - Held several Title IX Committee Meetings.
- <u>All Finance and Administrative Services Directors:</u>
  - Held discussion on Organizational Charts with all the Finance and Administrative Services Directors.

- Held a TEAMS call to discuss the reduction on enrollment with all the Finance and Administrative Services Directors.
- Held TEAMS call to discuss screening process on essential employees and others coming onto campuses with all the Finance and Administrative Services Directors.
- Held TEAMS call to discuss guidance on coming onto campus during the COVID-19 with all the Finance and Administrative Services Directors.
- Attended conference call to discuss items regarding COVID-19 effects on College operations with all the Finance and Administrative Services Directors.
- Held a Risk Assessment meeting via TEAMS conference call with all the Finance and Administrative Services Directors.
- Attended Emergency Preparedness Plan Meeting with all the Finance and Administrative Services Directors.

- Other Meetings:
  - Participated on conference call with the Texas Association of Community Colleges (TACC) Board COVID-19 Planning Meeting.
  - Held discussion on Essentials "On Campus" Employees with Finance and Administrative Services Project Manager.
  - Held discussion on the Annual Reporting with Finance and Administrative Services Project Manager.
  - Held discussion on laptop purchase with Director of Purchasing and Finance and Administrative Services Project Manager.
  - Held conference call with Safety Plan Committee to discuss return to work frequently asked questions and work safe guidelines.
  - Held conference call to discuss frequently asked questions dealing with the furlough with Acting Chief of Police, Director of Human Resources, and all the transportation department.
  - Held discussions and worked on FY 21 Budget, Summer Budget Amendment, FY 2021 Budgets Scenarios, Budget Remaining, FY 2020 Budget Amendment, Allocation of Revenue, and Fund Balance.
  - Held discussions and worked on Coronavirus Aid, Relief and Economic Security (CARES) Act disbursements (direct deposit and check stock).
  - Held discussions and worked on FY 21 Staffing Plan, Tracking of Positions, Employee Frequently Asked Questions, Student Frequently Asked Questions, and draft request to work onsite procedures.
  - Held discussions and worked on process map of pre-screening questionnaire, draft of pre-screen questionnaire, building limits, and Crisis Procedures Access to College Campus.
  - Held discussions and worked on Faculty and Staff Alert Notices for various topics.

PROJECTS IN PROGRESS:

- Prepared, reviewed, and revised agenda items and supporting documentation for the Board of Trustees, Finance, Audit, and Human Resources Committee, and Facilities Committee Meeting packets.
- Construction:
  - Reviewed progress of Facilities Planning and Construction projects.
  - Reviewed La Joya Signage information.
- Title IX:
  - Worked on Title IX procedures and cases.
  - Reviewed Title IX Weekly Reports.
- College Closure due to Corona Virus Disease (COVID-19):
  - Worked on Work from Home Guidelines and Work from Home Forms.
  - Worked on updates to the COVID-19 (Coronavirus) Employee Frequently Asked Questions (FAQs).
  - Reviewed Tax Alert – Coronavirus Aid, Relief and Economic Security (CARES) Act.
  - Reviewed FEMA Cat 5 cost tracking for COVID-19.
  - Reviewed draft of Legislative Budget Board (LBB) Report for COVID-19 Expenses.
  - Reviewed Families First Coronavirus Response Act/ Emergency Paid Sick Leave Request.
  - Reviewed Alert Notice for College-Wide Closure - COVID-19 – TimeClock Plus Mass Punch Entries.
  - Reviewed Coronavirus Employee Plan.

- Reviewed Crisis Procedures for Access to College Campus.
- Reviewed Risk Assessment for COVID-19.

- Human Resources:
  - Reviewed Employee Retirement Benefits Allocations.
  - Reviewed FY 21 Staffing Plan status.
  - Reviewed Finance and Administrative Services Positions Report.
  - Reviewed Staffing Plan Vacancies Report.
  - Reviewed Faculty Positions.
  - Reviewed Reduction in Force.
  - Reviewed New Employee Hires.
  - Requested Guidance for Personnel Needs.
  - Reviewed Staffing Plan Requests for Finance and Administrative Services area.
- Business Office:
  - Reviewed the summary of FY 2021 budget change requests from financial managers.
  - Reviewed the EZ-Audit submitted for approval.
  - Reviewed Academic Affairs Budget Development.
  - Reviewed FY 2021Budget Scenarios for 5% to 35%.
  - Reviewed FY 2021Budget Board Write-up.
  - Reviewed Claim on Cash and Fund balance.
  - Compared Budget Calendar with COVID-19 Action Plan.
  - Reviewed FY 2020 Budget Amendment and Auxiliary Budget.
  - Reviewed Legislative Budget Board (LBB) Survey that needs to be submitted to FEMA.
  - Reviewed the TACCBO-CFO Survey on "Anyone draw down their CARES funds yet?".
  - Reviewed the Cashiers Call to Students Report.
  - Reviewed EMT Student Payment.
- Accountability, Risk, and Compliance
  - Reviewed Building Limits Memo.
  - Reviewed International (Foreign) Insurance.
  - Reviewed the Finance and Administrative Services (FAS) Division Report Guidelines, Reporting Template, and Faculty Position Analysis Template.
- Institutional Equity:
  - Reviewed the Clery Act and Violence Against Women (VAWA) Audit Report provided by the Institutional Equity Officer.
  - Revisit Title IX Notice of Remote Operations due to COVID-19 Notice with Institutional Equity Officer.
  - Reviewed memo and sample F plan and submitted by the Institutional Equity Officer.
  - Reviewed the COVID-19 Response Timeline, Action Plan, and Guidance submitted by the Institutional Equity Officer.
  - Reviewed the Employee Grievance Procedures submitted by the Institutional Equity Officer.
- Other:
  - Reviewed and submitted Work from Home Activity Reports for all office staff and Finance and Administrative Services Directors.
  - Reviewed Organizational Charts submitted by the Finance and Administrative Services Directors.
  - Reviewed FY 2021 Staffing Plan requests submitted by the Finance and Administrative Services Directors.
  - Reviewed Food Services final Inventory submitted by the Director of Food Services.
  - Reviewed the Incident Reporting Procedures.
  - Reviewed the General Safety Procedures.
  - Reviewed the Communicable and Infections Disease Procedures.
  - Reviewed Personnel Issues During Disasters, Emergencies, and College Closings.
  - Reviewed the Internal Audit Follow-up Notification.
  - Reviewed the Senate Bill 212 Quarterly Report (December 2019 - February 2020).
  - Reviewed the Student Activities Analysis.

- Reviewed the Mileage Credit Analysis.
- Reports provided monthly to President's Cabinet members:
  - Vacancy Reports as of March 2020
  - Salary Savings Report- February 2020
  - Salary Savings Report- March 2020
  - Travel by Employee Reports as of February 2020
  - Leave (Sick and Vacation) Reports as of February 2020
  - Overtime Reports (Hours Worked by Employee)- As of March 2020
  - Time Clock Plus Verification Reports by Employee and by Supervisor for February 2020

- Project Managers:
  - Coordinated and tracked submittals for the Work From Home Activity Reports from all the Finance and Administrative Services Directors and also office staff.
  - Assisted in the Departmental Safety Work Plan for returning employees.
  - Worked on the development of the FY 21 Staffing Plan.
  - Participated in conference calls to discuss status on Capital Improvement Projects and Renewal & Replacement projects with the Director of Facilities Planning and Construction and the Vice President for Finance and Administrative Services.
  - Researched organizational charts from other colleges for the area of the division of Finance and Administrative Services.
  - Reviewed and assisted in the development of the Facilities Committee packet for May.
  - Worked on legal counsel log and confirmed activities stated on invoices sent by legal counsel.
  - Compiled weekly Cabinet updates and made copies as necessary.
  - Assisted on the COVID-19 Legislative Budget Board (LBB) Survey Report.
  - Worked on Finance and Administrative Services Annual Reporting with Directors.
  - Worked on a Matrix for the Essential on Campus Employee from other colleges.
  - Worked on and compiled a list in order to purchase laptops for the Finance and Administrative Services Division employees.
  - Assisted on Family First Coronavirus Response Act to confirmed if it was posted online with the Interim Director of Human Recourses.
  - Attended a conference call on Screening Questionnaire (employee, student, vendor) with the Emergency Preparedness Team.
  - Assisted on updates to the COVID-19 Operational Plan – Food for Hungry Students with the Director of Food Services.
  - Assisted on the Alternate Work Operations Procedures with the Emergency Preparedness Team.
  - Assisted on Building Limits with Risk Manager to provide updates.
  - Assisted on Zoom Interviews with Associate Controller for upcoming Business Office positions.
  - Worked on Alert Notice for Auxiliary Funds with Comptroller.
  - Assisted on changes to Budget Calendar provided by Business Office.
  - Compiled Job Duties and Responsibilities for the Project Manager position.
  - Worked on FY 21 Staffing Plan by Finance and Administrative Services Directors.
  - Worked on matrix for the Coronavirus Aid, Relief, and Economic Security (CARES Act) amounts award.
  - Assisted on Employees on Furlough to reach out feedback to Vice Presidents.
  - Participated on a TEAMS conference call to discuss the Risk Assessment Plan with the Finance and Administrative Services office staff.
  - Assisted on the Institutional Effectiveness Plan.
  - Worked on Direct Wage New Hire Packet from the Jags at Work applicants.

BUSINESS OFFICE - MYRIAM LOPEZ, COMPTROLLER, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended conference call with Human Resources staff regarding the staff who has traveled abroad.
- Met to discuss Summer 2020 tuition table status with staff.

- Attended TEAMS call to discuss grant for Texas Affordable Baccalaureate-University of Texas Rio Grande Valley with Compliance Office staff and South Texas College staff.
- Collaborated on the Integrated Postsecondary Education Data System (IPEDS) survey explanations with Associate Comptroller.
- Joined Zoom meeting to discuss the Coronavirus Aid, Relief, and Economic Security (CARES Act) guidelines with Vice President for Student Affairs and Enrollment Management.
- Met to review the proper transactions required to charge students who cash replacement checks.
- Met to discuss Summer Term Academy Student Participation fee assessment.
- Held TEAMS call to discuss possible reduction of workforce scenarios with Business Office departments.
- Held TEAMS call to discuss Direct Deposit employee access via Jagnet Portal continued testing with Information Technology and Human Resources staff.
- Held TEAMS call to discuss electronic approval for Notice of Employment (NOE's) during college closure with Information Technology, Grant Compliance, and Human Resources staff.
- Met to discuss concerns in their areas with Cashier supervisors individually.
- Met to discuss the depository services contract and cash management items with Associate Comptroller.
- Held conference call to discuss Work From Home and current college closure concerns with Payroll staff.
- Met to discuss the Cashier Business Continuity plan with staff.
- Participated in Chrome River TEAMS call to discuss test transactions.
- Participated in conference call to discuss FY 2020 annual audit with external auditors.
- Participated in conference call to discuss the Depository Services Request for Proposal (RFP) responses with Consultants staff, Purchasing staff and selected Business Office staff.
- Participated in TEAMS call to discuss work status and update on college operations during COVID-19 pandemic with Managers.
- Participated in TEAMS call to discuss Cashier issues.
- Participated in TEAMS call to discuss the FY 2020 budget amendment.
- Participated in TEAMS call to discuss the list of furloughed employees.
- Participated in TEAMS call to discuss revenue loss estimations for the Distance Learning Fee with the Vice President for Academic Affairs and the Vice President for Finance and Administrative Services.
- Participated in TEAMS call to discuss the FY 2021 budget, FY 2020 budget amendment, and special funding from the Department of Education with the Vice President for Finance and Administrative Services.
- Participated in TEAMS call on the revenue loss from waiving the electronic distance learning fee to dual credit students with the Vice President for Finance and Administrative Services and Academic Affairs staff.
- Participated in TEAMS call to discuss items needed for the Special Board meeting with the Vice President for Finance and Administrative Services.
- Participated on a conference call to discuss the Chrome River Banner integration.
- Participated on a conference call in order to resubmit the 1094 form file.
- Participated on a conference call to review the Banner encumbrances posted by Chrome River.
- Participated on the Chrome River weekly status call.
- Participated on a conference call on the TimeClock Plus technology assessment.
- <u>Trainings/Webinars:</u>
  - Attended 1099 Reporting Webinar.
  - Attended Accounts Payable Invoice Automation Webinar.
  - Attended a Chrome River Webinar.

PROJECTS IN PROGRESS:

- <u>Management Reports:</u>
  - The Business Office staff worked on the March board and management reports including summary of revenues and expenses, investments, property taxes, auxiliary fund, state appropriations and grants reports.

- Accounts Payable/Grants and Contracts:
  - Met on several grant statuses with Compliance staff.
  - Participated on ChromeRiver Travel and Expense Training.
  - Worked on researching and reviewing encumbrance postings for Chrome River.
  - Worked on troubleshooting the Valley Scholars Argos report for Accounts Payable.

Bank No.	20-Jan	20-Feb	20-Mar	20-Apr
01 E&G	590	493	326	267
01 Direct Deposit	248	186	134	96
03 Student	12467	1658	1245	370
12 I&S Taxes	1	-	-	-
16 I&S Bond	-	-	-	-
17 Plant	11	17	9	10
31 Virtual Card	400	441	264	157
232 AP Card	5	4	2	1
37 Unexp-LT Bond Series 2015	-	-	-	-
38 Unexp-LT Bond Series 2014	-	-	-	-

- Budget and Reporting:
  - Collaborated to compile the Student Question and Answers with Cashiers.
  - Completed the Food Service and Book Store FY 19 to FY 20 comparison report.
  - Completed the Memorandum requesting approval to send the Delinquent Summer 2019 and prior term accounts to the contracted Collections Agencies.
  - Completed the Mid Valley Child Development Center – Historical Revenue Summary for FY 2008 – FY 2020 requested by Grant Compliance Officer.
  - Requested Information Technology to include Customer Web Access payment icon on the Student Jagnet page.
  - Submitted changes to the Collection Agency Request for Proposal for approval.
  - Updated the Cumulative Auxiliary Fund Balance Board Report as of 8/31/2019 from FY 2019 – FY 2013 to reflect the breakdown between Self Supporting and Non-Self-Supporting Fund Balance.
  - Worked on Integrated Postsecondary Education Data System (IPEDS) Survey for FY 2019.
  - Analyzed and verified the list of furloughed employees prepared by the Associate Comptroller.
  - Prepared an outline of the FY 2020 auxiliary budget amendment.
  - Prepared FY 2021 budget scenarios based on 5%, 10%, 15%, 20%, and 25% decreases in enrollment and the FY 2021 Board approved tuition and fee rates.
  - Prepared the FY 2020 budget amendment worksheet and outline.
  - Prepared the FY 2021 Budget presentation for the Special Board meeting.
  - Projected FY 2021 Revenues for Other Revenues and Carryover Allocations.
  - Projected the additional revenue generated from the FY 2021 Board approved tuition and fee rates.
  - Provided auxiliary staffing plan information to the Associate Comptroller.
  - Provided FY 2019 budget information to Accountability, Risk and Compliance department.
  - Provided information and documents for the Special Board meeting requested by the Vice President for Finance and Administrative Services.
  - Provided revenue loss estimation due to the waiving of the Student Activities Fee to the Comptroller.
  - Provided summary of FY 2021 budget change requests from financial manager to the Vice President for Finance and Administrative Services.
  - Provided the updated Learning Support Fee revenue per $1 to the Dean of Library and Learning Support Services.
  - Provided a listing of FY 2021 budget change requests from financial managers to the Vice President of Finance and Administrative Services.
  - Requested FY 2021 restricted revenue and expenditure projections and revenue projections from appropriate staff.
  - Requested program enrollment historical information from Research and Analytical Services.

- Requested updated draft of the FY 2021 staffing plan from Human Resources.
- Reviewed and provided guidance to Human Resources staff regarding the position vacancy report.
- Revised the FY 2021 salary budget division reductions worksheet and vacancy report from Human Resources.
- Updated the Coronavirus Aid, Relief, and Economic Security (CARES Act) expense funding allocation worksheet.
- Updated the FY 2021 Budget Summary with revised revenue and expense projections and the FY 2021 Reduction by Division worksheets.
- Updated the summary of FY 2021 budgets scenarios and the special Board meeting FY 2021 budget summary and motion.

- Cash Management/Special Projects/Office Support:
  - Assisted multiple staff on with accessing Jagnet's virtual computer.
  - Assisted office staff with various questions on work duties.
  - Assisted office staff on acquiring proper access to be able to work from home.
  - Assisted with variance explanations for the Integrated Postsecondary Education Data System (IPEDS) Report.
  - Completed 2021 Investment Interest Budget.
  - Completed EZ-Audit and submitted for review and approval.
  - Completed February Tracker Report and submitted to Consultants.
  - Prepared revenue projections for Risk Management department.
  - Provided clarification of Interest on the Capital Related Debt amount for fiscal year 2019 and 2018 to accounts receivable staff.
  - Provided salary and benefit information for Special Board meeting.
  - Reviewed and revised alert notices on information related to COVID-19 and college closure.
  - Reviewed and ranked Depository Contract proposals.
  - Reviewed depository contract responses analysis from Consultants.
  - Reviewed revenue projections for the Risk Assessment Cyber security application.
  - Reviewed the 2020 Interim Audit List submitted by the external auditors.
  - Submitted wire transfer request form to Bank for certificate of deposit maturing on April 21, 2020.
  - Updated marketplace store for "A Nights with the Stars" event.
  - Updated Board calendar timeline.
  - Worked on gathering Fund, Organization, Account, Program, Activity & Location (FOAPAL) information as requested by the office of Human Resources, and also provided Structured Query Language (SQL) case statements to determine classifications and functions.
  - Worked to expedite check order with vendor with selected Business Office and Purchasing staff.

Bank No.	#of Checks/ DD Cycles	# of Checks/ Direct Deposit
01 E&G	8	274
01 Direct Deposit	5	96
02 Payroll	11	316
02 Direct Deposit	3	2,599
03 Student	5	370
12 I&S	0	0
16 I&S	0	0
17 Plant	3	10
37 Bond Series 2015	0	0
38 Bond Series 2014	0	0
Total	35	3,665

Description	Number of Transactions
ACH Direct Deposit-payments to vendors, students & employees	13
Bank Transfers between Bank Accounts	27
Wire Transfers for Benefits and International	1

- General Accounting/Construction/Fixed Assets/Property Tax:
  - Prepared board management reports and staff continued to work on month reconciliations and monthly reports. Completed 32 monthly reports during the month of April 2020.

Duties	Total
Approval Queues - Requisitions Approved	5
Bank Reconciliations	7
Board and Management Reports Reviewed	181
Cafeteria daily sales report	1
Cancelled checks provided to AP / Payroll	2
Check verification for AP / Payroll	9
Construction budget transfers reviewed and approved	1
Copies of booklets/journal entries requested	5
Deposits prepared	11
Download bank info, convert bank statements to PDF and download excel information for reconciliation	2
Download bank info, prepare daily reports for bank 01, 02, 04, 12, 39 and Same Day Report and email to specified group contacts	38
Returned mailed checks - Logged and Filed	22
Returned Mailed checks - Disbursement	6
Emails - answered, prepared, initiated	338
FOAP created including activity codes	8
Hours Filing and organizing of Journal Entries and boxing	2
Hours used for scanning - estimated	12.5
Hours used to prepare documents for scanning	1.45
Hours used converting BOR and Management reports PDF	1
Hours used to compile and scanning LRGVDC backup	27
Invoices and encumbrances reviewed	20
Journal entries prepared	39
Journal entries processed including FUPLOAD	803
Journal entries- transactions processes	4,583
Journal entries/documents scanned	641
Journal Entries Logged	230
Journal Entries reviewed	77
Positive Pay submitted / EFT Payment/Positive Pay Exemptions approved	15
Positive Pay Exemption-Number of checks researched/verification	2
Requisitions prepared	4
Stale dated list prepared	4
Stale dated letters mailed	5
Stop payments processed (includes stale dated checks)	10

Description	Total
General Journal Entry (Intra-Fund) (JE15)	82
General Journal Entry (Inter-Fund) (JE16)	74
Cash Receipts (CR05)	720
Encumbrance Liquidation (E032)	-
Encumbrance Liquidation (E020)	1
General Ledger Beginning Balance (JE05)	-
General Journal Entry (JE17)	4
Misc. Receipt Payments (CA10)	-
General Journal Entry (STCJ)	-

- Cashiers/Accounts Receivable:
  - Assisted students by responding to the cashier emails on a timely basis.
  - Assisted students with questions via the Cashier Call Center and the South Texas College Cashier email. Effective Friday, April 17, 2020, the Call Center was available from 8 a.m. to 5 p.m. daily.
  - Assisted with students' questions via the STC Cashier email.
  - Created online form for students to submit stop payments requests to Cashier department for processing.
  - Worked and completed the processing of student refunds.
  - Recapped cashier call center calls and submitted to Vice President for Finance and Administrative Services.
  - Reviewed mini-mester due date and sent out notifications accordingly.
  - Staff processed all collection agency checks received.
  - Staff tested the Board of Trustees approved fee changes for Summer 2020 tuition tables.
  - Tracked and generated a weekly report of all calls and emails.
  - Continued tuition table tests as additional fee revisions surface due to COVID-19.
- Payroll and Position Control Departments:
  - Completed an additional change for the Payroll Check Register Argos report.
  - Completed the Payroll processing in Excel macro in order to avoid using Monarch software.
  - Coordinated the technology assessment call for the TimeClock Plus cloud migration.
  - Worked on updates to the TimeClock Plus website.

Payroll Processes for the month ending April 30, 2020	
Payroll Re-issue Processed	6
Payroll Cycles	4
Payroll Checks & DD	3,274
TimeClock Plus Access Forms Processed	8
Number of Employees with OT reviewed for OT Memos	449
NOE's Approved	328
Salary Budget Transfer Forms Processed	3 with multiple transactions

- Business Office Performance Indicators:

Payroll Processes Indicators for the month ending April 2020			
Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	1,868	Internal Revenue Service	3
Employees on Semi-Monthly Payroll	1,035	Bank Transfers	3
Timecards Processed		**Stop Payment Processed**	
(Waged 03/16 - 03/31) SR07	521	Salaried	2
(Waged 04/01 - 04/15) SR08	514	Waged	4
Regular (Salaried: April) MR04	3,283		
		Void Checks Processed	
		Salaried	2
NOE's Approved		Waged	4
Approved NOE's	328		
		Replacement Checks/DD Processed	
NOE's Processed		Salaried	2
(Additions, Deletions, Changes)	41	Waged	4
Salaried	174		
FLAC (Additions, Deletions, Changes)	0	**Salary Budget Transfer Forms Processed**	3
FLAC	55		
NOE's Processed		**Voided Direct Deposits/Checks**	
(Additions, Deletions, Changes)	22	Salaried	1
Waged	130	Waged	0
Payroll Adjustment Worksheets		**Hand Cut/PBK**	
(Additions, Deletions, Changes)	6	Salaried	0
Salaried: MR04	60	Waged	0
(Salaried:)			
(Salaried:)		**Checks Processed**	
(Additions, Deletions, Changes)	4	Salaried	107
Waged	9	Total Net	$195,585.79
Liabilities Processed		Waged	201
ORP	11	Total Net	$53,358.74
Annuity	12	**Direct Deposit Processed**	
Student Loans	2, SR-2	Salaried	2095
United Way	1	Total Net	$5,763,997.91
Child Support	4		
IRS Levy	0	Waged	871
Withholding & FICA	3	Total Net	$231,763.01
Met Life	1		
Legal Judgement	1		
Social Security Administration	0		
US Department of the Treasury	0		
Reports Processed			
Compass Bank Direct Deposit File	3		
Void and Replacement Check Cycle File	1		
Overtime & Straight Time Mgmt. Report	1		

DEPARTMENT OF PUBLIC SAFETY - RUBEN SUAREZ, INTERIM CHIEF OF POLICE, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Held a conference call with all Department of Public Safety Sergeants, Managers, Supervisor, and Coordinators.
- Participated on call to discuss the enforcement of emergency orders regarding the coronavirus pandemic with the Hidalgo County Law Enforcement community.
- Participated on conference call to discuss the enforcement of emergency orders regarding the coronavirus pandemic with the Starr County Law enforcement community.
- Attended Cabinet Meeting to discuss updates on the enforcement of the emergency orders dealing with the COVID-19.
- Attended a TEAMS call to discuss guidance to come onto campus during the coronavirus pandemic with Vice President for Finance and Administrative Services and division Directors.
- Attended a meeting to discuss the opening of computer labs in Building F with Academics staff.
- Attended a TEAMS call to discuss the reduction on enrollment with Vice President for Finance and Administrative Services and division Directors.
- Attended a TEAMS call to discuss screening process on essential employees and others coming onto campuses with Vice President for Finance and Administrative Services and division Directors.
- Attended a meeting to discuss challenges in dealing with coronavirus at the Hidalgo County Sheriff's Office with Police Chiefs from different departments in Hidalgo County.
- Participated in two conference calls to discuss the different challenges in dealing with the coronavirus Shelter at Home Order with different Starr County Law Enforcement entities.
- Attended a meeting to discuss the processes of dealing with the reduction of staff with the Institutional Equity Officer.
- Held a meeting to discuss the opening of certain programs campus wide as it relates to emergency orders enforcement with Department of Public Safety police sergeants.
- Held a meeting to discuss the deployment of security guards at the different campuses with the opening of certain programs with Department of Public Safety Security Manager.
- Attended a TEAMS call to discuss Risk Assessment with Vice President for Finance and Administrative Services and division Directors.
- Held a meeting to discuss the day-to-day changes on the County's Emergency Orders dealing with the coronavirus with Department of Public Safety police sergeants.
- Attended a conference call to discuss return to work frequently asked questions and work safe guidelines with Vice President for Finance and Administrative Services and Director's safety plan team.
- Attended a Cabinet meeting to discuss the return to work frequently asked questions and work safe guidelines with President and Vice Presidents.
- Attended a conference call to discuss frequently asked questions dealing with the furlough with Vice President for Finance and Administrative Services, Director of Human Resources, and all the transportation department staff.
- Attended a conference call to discuss the Emergency Order as it relates to Governor's Executive GS-18 with Starr County Law Enforcement.

PROJECTS IN PROGRESS:

- <u>Police Reports, Incident Reports, and Other Requests for Information:</u>
  - Reviewed reports in the Automated Records Management System (ARMS).
- <u>Training:</u>
  - Camera Team staff working from home.
- <u>Staffing Requests, Assignment of Duties, and Other Personnel Issues:</u>
  - Worked on modifying hours for all police officers.

- Worked on verifying hours in Time Clock Plus.
- Worked on instilling precautions to staff on dealing with the coronavirus pandemic.
- Worked on assignments for non-essentials employees working from home.
- Worked on assigning extra security at the Board of Trustees Meeting.
- Worked on arrangements to have police staff direct traffic as a portable building was being moved out of the Pecan Campus.
- Worked on assigning security guards and police officers at the different campuses.
- Worked on changing the Transportation Services Manager's job description and title to Public Safety and Transportation Services Manager.
- Worked on changing the Safety and Security Manager's job description and title to Parking and Security Services Manager.

- Purchases and Repairs:
  - Worked on signing and submitting invoices to the Accounts Payable department.
  - Worked on processing requisitions for items or services needed.
- Shuttle Buses and Parking:
  - No Activity for this month, but the buses were turned on once a week.
- Other:
  - Worked on getting clarification on the Hidalgo County Shelter in place as it relates to students coming onto campus and using the wi-fi while in their vehicles.
  - Worked on compiling the different municipal/county coronavirus emergency orders as it relates to allowing students to use wi-fi on our campuses.
  - Worked on a staffing report requested by the Vice President for Finance and Administrative Services.
  - Worked on getting more cleanings supplies due to the coronavirus for the dispatchers, security guards, and police officers.
  - Worked on stressing practice the importance of social distancing, washing hands, and wearing their masks to all security guards, dispatchers, and police officers.
  - Worked on compiling Work From Home (WFH) forms from all the coordinators, supervisor, managers, and police sergeants and then submitting them to the office of Human Resources.
  - Reviewed the Public Safety Transportation Services Alcohol & Drug Free Workplace Procedures.
  - Reviewed the Department of Public Safety Transportation Services American with Disability ACT (ADA) Procedures.
  - Worked on emails related to safety measures for opening some computer labs and other programs.
  - Worked on department staffing plans and submitted to Vice President for Finance and Administrative Services.
  - Worked on numerous emails related to coronavirus proactive safety planning.
  - Walked the Pecan Campus Building F and other buildings to check on compliance with the emergency order in place for Hidalgo County.
  - Reviewed safety plans and provided feedback for programs such as open labs, students services, welding, and police/fire academies for the different campuses dealing with Emergency Orders from Hidalgo and Starr Counties.
  - Reviewed the controlled entrances at the different campuses.
  - Physically checked the compliance at Pecan, Technology, and Nursing Campuses for the opening of essential operations for labs, students' services, and welding areas.

PURCHASING AND DISTRIBUTION SERVICES - BECKY CAVAZOS, DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Reviewed and negotiated changes to ten (10) vendor agreement/contracts.
- Participated in several TEAMS meetings with the Vice President for Finance and Administrative Services and the division Directors.
- Reviewed and approved Work from Home Activity Reports.

- Attended April Special Board Meeting and Regular Board Meeting.
- Participated in three (3) National Association of Educational Procurement webinars related to COVID19 for budget, effects, and contracts.

PROJECTS IN PROGRESS:

- Purchasing Department:
  - Processed three hundred-three (303) purchase orders.
  - Approved two hundred ninety (290) requisitions.
  - Disapproved seventy-six (76) requisitions.
  - Processed change orders for goods and services.
  - Completed zero (0) travel authorizations.
  - Acknowledged zero (0) Form 1295 vendor forms.
  - Submitted nineteen (19) records to the Legislative Budget Board to report professional services contracts at $14,000 and above and all contracts at $50,000 and above.
  - Created or updated seventeen (17) new/exiting vendor W-9 forms, which were created or updated in Banner.
  - Reviewed and updated Department procedures as needed.
  - Prepared the following Request for Proposals/Quotes/Qualifications:
    - Request for Quotes: 20-027 Pecan Campus Athletic Field Reseeding and Regrading.
    - Request for Quotes: 20-028 Armored Car Services.
    - Request for Proposals: 19-20-1051 Collection Agency Services.
    - Request for Proposals: 19-20-1052 Student Insurance.
    - Request for Proposals: 19-20-1053 Travel Services.
- Fixed Assets Department:
  - Reviewed all assets purchased since April 1, 2020 as follows:
    - Approved one (1) asset through April 15, 2020.
    - Adjusted twenty-two (22) assets in Banner for the month of April.
    - Conducted the monthly inventory spot check for Library Books.
- Receiving Department:
  - Completed forty-nine (49) deliveries (purchase orders and complimentary books) and five hundred twenty (520) packages/boxes.
  - Received and posted Forty-five (45) purchase orders in Banner.
  - Transferred/relocated two hundred forty-eight (248) assets and/or boxes as per move/set up request forms.
  - Completed on (1) faculty/staff moves in April.
- Mail Services/Copy Center:
  - Processed the following mail and copy requests:
    - Financial Aid - $2,656.87.
  - Completed seven hundred thirty-two (732) copies at the copy center for the month of April.
  - Mailed out a total of twenty-two thousand eight hundred forty-three (22,843) letters and of those two hundred fifty-seven (257) letters were returned to South Texas College due to bad addresses.

FACILITIES PLANNING AND CONSTRUCTION - RICARDO DE LA GARZA, DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the Finance and Administrative Services (FAS) Facilities Planning meeting with Vice President for Finance and Administrative Services and Facilities Planning and Construction (FPC) Project Managers.
- Participated in conference call to review status of the Pecan Campus Volleyball Courts Sand Replacement and the Regional Center for Public Safety Excellence (RCPSE) Cityscape Issues with South Texas College legal counsel and Vice President for Finance and Administrative Services.

- Attended the March Board of Trustees Meeting.
- Attended Qube space training refresher course.
- Participated on TEAMS call to review status of Capital Improvement Proposals (CIPs) and project schedules with Facilities Planning and Construction staff meeting.
- Attended conference call to review scope of work for Capital Improvement Proposals (CIPs) for the proposed Emergency Medical Technology (EMT) Lab with Nursing and Allied Health staff and Project Manager from the office of the Vice President for Academic Affairs.
- Attended conference call to review Capital Improvement Proposals (CIPs) scope for the Music Acoustic Improvements at Pecan Plaza Building C and Pecan Campus Portable Building 11 with Instructor.
- Attended conference call on Pecan Campus Building G Classroom Conversion to review scope of work and request fee proposal with Architects.
- Attended conference calls to work on FY 20 - 21 Construction Budgets for Capital Improvement Proposals (CIPs) and Renewal & Replacement Project with Facilities Planning and Construction Staff.
- Held TEAMS call to review status of Capital Improvement Proposals (CIPs) and project schedules with Facilities Planning and Construction staff.
- Attended conference call to review Facilities Planning and Construction Staffing Plan with Vice President for Finance and Administrative Services.
- Attended a conference call to discuss the request of issuing College owned furniture to employees for home use with Interim Director of Human Resources, Director of Purchasing, and Director of Facilities Operations and Maintenance.
- Attended CadM online training to review system updates.
- Held conference calls on Pecan Campus Library Expansion and Renovations to review project deliverables and schedule with Architect and Facilities Planning and Construction Staff and also to review the Architect's furniture test fit and preliminary feasibility study options with Architect and College staff.
- Attended conference calls to work on FY 20 - 21 Construction Budgets for Capital Improvement Proposals (CIPs) and Renewals & Replacements (R&R) projects with Facilities Planning and Construction Staff.
- Attended conference call to review prioritization of construction projects, status of Capital Improvement Proposals (CIPs) and Renewals & Replacements (R&R) projects, and project schedules with Facilities Planning and Construction Staff.
- Attended conference call to discuss items on COVID-19 effects on College operations with Vice President for Finance and Administrative Services and division Directors.
- Attended conference call to review submittal for the Starr County Campus Detention Pond Pump project with Facilities Operations and Maintenance staff and vendor.
- Attended Video Live-Stream of April Special Board Meeting.
- Attended Online Trainings on How Color and Design Affect the User and also on Wilson Art-Laminates.
- Attended conference call to discuss items for May Facilities Agenda with Vice President for Finance and Administrative Services and Facilities Planning and Construction Staff.
- Attended conference call to review the Institutional Effectiveness Plan with Facilities Planning and Construction Staff.
- Attended Online Trainings on Excel, Wilson Art Online Trainings, Specifying Healthy and Carbon Smart Materials.
- Attended conference call to review recommended options on District-wide Roof Maintenance with Consultants and College staff.
- <u>Pecan Campus:</u>
  - Pecan Campus Renovation and Expansion of Existing Pecan Campus Library-attended deliverable discussion meeting.
- <u>Mid Valley Campus:</u>
  - Mid Valley Campus Student Union Building F Student Services Renovation-attended conference call for the Contract Negotiations meeting with Contractor, Architect, and Facilities Planning and Construction Staff.

- Mid Valley Campus Thermal Plant Demolition-attended conference call for the Contract Negotiations meeting with Abatement Vendor, Architects, and Facilities Planning and Construction Project Managers.
- Mid Valley Campus Student Union Building F Student Services Renovation-attended conference call for the Contract Negotiations meeting with Contractor, Architects, and Facilities Planning and Construction Staff.
- Mid Valley Campus Student Union Building F Student Services Renovation-attended conference call to review Contractors proposal options from the contract negotiations meeting with Facilities Planning and Construction Staff.

PROJECTS IN PROGRESS:

- Reviewed material test reports for various projects.
- Worked on Space Modification Requests, Move Requests, and Furniture requests throughout the month.
- Worked on updating space management files.
- Prepared the Work from Home Activity Reports for Facilities Planning and Construction staff.
- Worked on building evacuation route plans.
- Worked on correspondence for lease information request.
- Worked on the developing the FY 20 - 21 Capital Improvement Proposals (CIP) and Renewals & Replacements (R&R) construction budgets and updated the FY 19 - 20 project expenditures.
- Worked on Project Tracking Report for ongoing Capital Improvement Proposals (CIP) and Renewals & Replacements (R&R) projects for April Facilities Meeting.
- Coordinated to move a portable with Independent School District, Moving Services Vendor, and South Texas College Maintenance Staff, and Police.
- Worked on quotes for furniture requests and scheduled furniture deliveries to the College warehouse.
- Worked on May Facilities Committee draft agenda.
- Worked on Facilities Planning and Construction Weekly Cabinet Reports, Organizational Chart, Legal Counsel Log, and Staffing Plan.
- Worked on updating space management files and Move Set Up Training process.
- Worked on Construction Project drawings.
- Coordinated to move another portable with Independent School District, Moving Services Vendor, and South Texas College Maintenance Staff, and Police.
- Worked on Move/Setup Questions and Answers (Q & A).
- Worked on write ups for April Board Meeting.
- Reviewed Facilities Planning and Construction College policies.
- Worked on furniture delivery and installation scheduling.
- Worked on college-wide Move Requests.
- Worked on Facilities Planning and Construction Institutional Effectiveness Plan.
- Worked on furniture layouts and updates to space management files.
- Worked on uploading information to Owner Insite for construction projects.
- Assisted Risk Management staff with additional information for the Property Insurance with the assistance of the Purchasing staff.
- <u>Pecan Campus:</u>
  - Pecan Campus Building H Renovation for Culinary Arts-performed site visits to observe status of construction; reviewed Requests for Information; and met with Architect and Contractor at site.
  - Pecan Campus Building M Generator Replacement-worked on the design services proposal from Engineer and developed memo for approval.
  - Pecan Campus Building M Generator Replacement-reviewed the revised design services proposal from Engineer and developed memo for approval.
  - Pecan Campus Building M Generator Replacement-worked with Facilities Planning and Construction Staff and Engineer to revise the professional services agreement.

- Pecan Campus Building M Generator Replacement-worked on Owner/Engineer agreement and forwarded to Legal counsel for review.
- Pecan Campus Building H Renovation for Culinary Arts-performed site visits to observe status of construction; reviewed Requests for Information and daily reports provided by Contractor.
- Pecan Campus Arbor Brick Columns Repair and Replacement-performed site visits to observe status of construction; performed Substantial Completion Punchlist walk through with Contractor.
- Pecan Campus Sand Volleyball Courts Sand Replacement-worked on Addenda No. 2 and Addenda No. 3. and also worked with Consultant to request revised construction material testing proposal.
- Pecan Campus Building G Classroom Conversions-worked on review of architect's fee proposal.
- Pecan Campus Renovation and Expansion of the Existing Library-reviewed and provided proposed deliverable schedule comments to Architect.

- Pecan Plaza:
  - Pecan Plaza Kinesiology Renovation-reviewed draft of the Owner/Architect agreement.
- Mid Valley Campus:
  - Mid Valley Campus Center for Learning Excellence Building A Renovation for Supplemental Instruction-reviewed and provided comments for the Owner/Architect agreement.
  - Mid Valley Campus Building F Student Services Renovation-worked on contractor's revised bid proposal.
  - Mid Valley Campus Existing Thermal Plant Demolition-worked on Owner/Contractor agreement.
  - Mid Valley Campus Center for Learning Excellence Conversion for Supplemental Instruction-worked on providing owner/architect agreement revisions.
- Nursing and Allied Health Campus:
  - Nursing and Allied Health Campus West Entry Sign-met with contractor onsite to review brick submittal.
  - Nursing and Allied Health Campus West Entry Sign-conducted contract negotiations meeting with awarded Contractor; worked on contractor agreement with Purchasing staff.
  - Nursing and Allied Health Campus East Building A Student Services Renovation-worked on fact sheet.
- Starr County Campus:
  - Starr County Campus Workforce Building D Welding Expansion-worked with Purchasing staff on final Owner/Architect agreement.
  - Starr County Campus Workforce Building D Welding Expansion-reviewed final draft of the Owner/Architect agreement.
  - Starr County Campus Workforce Building D Welding Expansion-worked on review of revised architect's fee proposal.
  - Starr County Campus Building G Student Services Cashier and Veterans Affairs Renovation-worked on fact sheets.
  - Starr County Campus Workforce Building D Welding Expansion-worked on owner/architect agreement.
- Higher Education Center La Joya:
  - Higher Education Center La Joya Exterior Building Sign-coordinated installation of exterior building signage; conducted site visit to verify status of construction.
  - Higher Education Center La Joya Exterior Building Signage-conducted substantial completion walk-through with School District staff and Contractor.
- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Drainage Study-reviewed the additional services proposal from Engineers and developed memo for approval.
  - Regional Center for Public Safety Excellence Drainage Study-worked on additional services amendment with Purchasing staff and Legal Counsel; worked on review of Request for Qualifications for material testing companies.
  - Regional Center for Public Safety Excellence Target Range-worked on updating status of grant.
- District-Wide:
  - District Wide Exterior Building Lettering-worked on service agreement with Purchasing staff.
  - District Wide Exterior Building Lettering-worked with contractor to provide updated schedule of deliverables.
  - District Wide Marker Board Replacement Phase III-worked on fact sheet.

- District Wide Flooring Replacement- worked on Request for Proposal documents for the Pecan Campus, Nursing and Allied Health Campus, and Starr County Campus.
- District Wide Exterior Building Lettering-received agreement and Payment Bond from vendor; reviewed submittals.
- District Wide Flooring Replacement- worked on Request for Proposal documents for the Pecan Campus, Nursing and Allied Health Campus, and Starr County Campus.

FACILITIES OPERATIONS AND MAINTENANCE - GEORGE McCALEB, DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Cabinet Meeting to discuss updates on the COVID-19.
- Attended Crisis Management Team Meeting.
- Attended Pecan Campus Operations Needs Meeting.
- Attended April Board of Trustees Meeting.
- Participated in several TEAMS calls with Vice President for Finance and Administrative Services and division Directors.
- Attended Student Services Meeting with Vice President for Student Affairs and Enrollment Management and the Dean of Student Affairs.
- Held TEAMS calls with Facilities Operations and Maintenance Assistant Directors.
- Held TEAMS calls with Facilities Operations and Maintenance Managers.
- Held TEAMS calls with Facilities Operations and Maintenance Support Staff.
- Inspected Plexiglass sample at the Pecan Campus Enrollment Center.
- Inspected Plexiglass installation at the Pecan Campus Enrollment Center and Library Computer Lab.
- Participated in conference call with Barnes & Noble Bookstore.
- Participated in Crisis Management Activities.
- Participated in conference call for Deferred Maintenance of District Wide Roof Assessment.
- Participated in conference call for Finance and Administrative Services Safety Committee.
- Participated in conference call to discuss Procedures to Work Onsite and Body Temperature.
- Participated in Zoom meeting on Access Solutions.
- Participated in TEAMS call with Safety Team.
- Provided Staffing Plan to Facilities Operations and Maintenance Assistant Directors for review.
- Provided Online Training options to Facilities Operations and Maintenance Support Staff.
- Responded to calls, text messages, and emails while working from home.
- Submitted Facilities Operations and Maintenance Organizational Chart to office of Vice President for Finance and Administrative Services.
- Worked on and submitted Facilities Operations and Maintenance Reduction List to office of Vice President for Finance and Administrative Services.
- Completed the following Trainings
  - Fire Extinguisher Safety Training.
  - Indoor Air Quality Awareness Safety Training.
  - Hazard Communication Safety Training.
  - Right to Understand Safety Training.
  - Slips, Trips, and Falls Safety Training.
  - Utility Cart Safety Training.

PROJECTS IN PROGRESS:

- <u>Operations Contract Department:</u>
  - Pecan Campus
    - Elevator Company repaired two elevators in Building F.

    - Visited campus to inspect landscaping.
  - Regional Center for Public Safety Excellence Campus
    - Directed Lawn Care vendor to repair broken glass.
  - Starr County Campus
    - Completed repair of water leak.
  - Technology Campus
    - Visited campus to inspect landscaping.
    - Vendor repaired the fire alarm in Building B,
  - Nursing and Allied Health Campus
    - Visited campus to inspect landscaping.
  - District Wide Campuses
    - Communicated on a routine basis with Lawn Care vendor regarding irrigation repairs and landscaping.
    - Completed required online safety trainings.
    - Completed typical pest control issues and equipment rentals.
    - Worked primarily from home and answered emails and phone calls.

- Maintenance Department Work Orders and Expenditures:

Classification	Work Orders Completed	Cost
Carpentry	12	$ 30,961.91
Electrical	2	$ 6.91
Energy Management	3	$ 0
HVAC	14	$ 21,050.76
Locksmith	7	$ 20.48
Painting	0	$ 0
Plumbing	1	$ 0
Plant Services	0	$ 0
Total Cost		**$ 52,040.06**
General Maintenance	2	
Total Work Orders	**41**	

- Custodial Department:

Duties	Number of Requests
Set-Ups	10
Moves/Relocations	0

ACCOUNTABILITY, RISK, AND COMPLIANCE - JASON GUTIERREZ, DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Insurance:
  - Held discussions on Cyber Liability with Risk Management Consultant and Information Security staff.
  - Held discussions on Business Income Loss insurance claim with Comptroller.
  - Held several discussions on Starr County Thermal Plant Owner-Controlled Insurance Program (OCIP) with Network Adjusters, Insurance vendor, Business Office staff, and also with Risk Manager.
  - Held discussions on Cyber Liability Insurance Application with Information Security and Public Relations and Marketing staff.

- Attended meeting to discuss Building Limits for Property Schedule with Vice President for Finance and Administrative Services, Risk Management Consultant, and Facilities Planning and Construction staff.
- Held discussions on auto insurance and associated premium, cost to add new vehicle, and other costs with Director of Facilities Operations and Maintenance.
- Held discussions on Student Insurance Request for Proposal (RFP) on the following:
  - On the proposal with Purchasing staff and Risk Management Consultant.
  - On the advertisement of the proposal with the Director of Purchasing.
- Held discussions on Property/Casualty Insurance Request for Proposal (RFP) on the following:
  - On pending items and on potential insurance claims with Institutional Equity Manager.
  - On pending items with various College staff.
  - On Cyber Liability, Building Limits, and comparison spreadsheets with Risk Management Consultant.
  - On changes to applications and Property Schedule with Risk Management Consultant.
  - On Property Schedule with Facilities Planning and Construction staff, Risk Management Consultant, and also with Purchasing staff.

- Risk Management:
  - Held discussions on Annual Departmental Risk Assessment with Human Resources staff.
- Safety Plans and Work Safe Measures:
  - Held meeting on Employee Access Campus Procedures and Employee Pre-screening Form with Environmental, Health, and Safety Manager.
  - Held discussions and conference calls to discuss opening of labs, county requirements, and safety plans with Accountability and Compliance Manager and Risk Manager.
  - Attended meeting to discuss edits to Student Services Safety Plan with Vice President for Student Affairs and Enrollment Management.
  - Held conference call to discuss the Employee Pre-screening Form with Interim Director of Human Resources.
- Vice President for Finance and Administrative Services:
  - Held meeting to discuss new projects/assignments and other items with Vice President for Finance and Administrative Services.
  - Held meeting to discuss objective and next steps for Employee Access Campus Procedures and Employee Pre-screening Form with Vice President for Finance and Administrative Services, Finance and Administrative Services (FAS) Directors, and College staff.
  - Attended meeting to discuss Texas Association of School Boards (TASB) Policy Management Services agreement, Faculty Cost Study Request for Proposal (RFP), and other items with Vice President for Finance and Administrative Services.
  - Held discussions on furniture values, management report, and Board write-up with Vice President for Finance and Administrative Services and staff.
  - Attended various meetings on COVID-19 related items with Vice President for Finance and Administrative Services.
  - Attended meetings to discuss Board write-up for Building Limits and Furniture Limits for Property/Casualty Insurance Request for Proposal (RFP) with Vice President for Finance and Administrative Services.
- Office Staff:
  - Attended TEAMS call to discuss status of various pending items with department staff.
  - Participated in several TEAMS calls to discuss working remotely, expectations, and Work from Home Activity Reports with department staff.
  - Held meeting to discuss departmental safety plan for returning to work on May 4, 2020.
- Other:
  - Attended Finance and Administrative Services (FAS) Director's meeting.
  - Attended meeting on various COVID-19 items with College President.
  - Attended conference call on Governor's Executive Order GA-18 with Safety Team.
  - Held meeting on the pre-screen process and system used to collect, monitor, and maintain information with other Community College Emergency Coordinator.

- Attended various meetings to discuss Work Safe Measures, Safety Plans, and health and safety concerns for the re-opening of College departments with Vice President for Information Services, Planning, Performance and Strategic Initiatives.
- Attended conference call on Process Improvement Training Module with Accountability and Compliance Manager.
- Held conference call on Independent School District (ISD) Stipends and outsourced shredding vendor invoices with Accountability Assistant.
- Attended conference call on Faculty Cost and Productivity Study Request for Proposal (RFP) with Accountability and Compliance Manager and Accountability, Risk, and Compliance Support Specialist.
- Held conference call do discuss Parking Permit Future State Process Map with Finance and Administrative Services (FAS) Project Manager.
- Held various correspondence on the Process Improvement Assessment and also on creation of "Flow" within Microsoft Forms with Web Design Specialist.
- Held correspondence on dual credit items assigned to Business Office staff with Business Office Analyst.
- Held conversations on Texas Association of School Board (TASB) Policy Services agreement and requisition with Director of Purchasing and also with Finance and Administrative Services (FAS) Reporting Coordinator.
- Held discussions on status of verifying Independent School District (ISD) Stipends for the Faculty Cost Analysis with Accountability and Compliance Manager.
- Held conference call on new draft Alternate Operations Procedures with Accountability and Compliance Manager.
- Held various conversations on Alternate Work from Home Procedures and Pre-Screening Form with department staff.
- Attended conference call on updates to the departmental SharePoint website safety plans with Accountability and Compliance Manager and Accountability, Risk, and Compliance Support Specialist.
- Attended Board of Trustees Meeting virtually.

PROJECTS IN PROGRESS:

- Continued working on Property/Casualty Insurance Request for Proposal (RFP) on Student Insurance Request for Proposal (RFP) on the Property Schedule-Building Limits and Furniture Limits Board motion, and Cyber Liability Insurance Application.
- Prepared management memo on Cyber Liability Insurance claim and also on International Insurance Summary of Coverage.
- Submitted Business Income Loss insurance claim.
- Prepared Workforce Student Accident Insurance Report and also reviewed Incident Report.
- Worked on Owner Controlled Insurance Program (OCIP) claim for Starr County Campus Chiller Lines.
- Reviewed the Cyber Liability Policy and actions taken by the Board of Trustees in 2019.
- Prepared and sent out notice on Continuity of Operations Plan (COOP) template to Finance and Administrative Services (FAS) Directors.
- Continued working on Process Improvement Process Mapping Training Module and also on the Basics Training Assessment and Action Plan Template.
- Worked on Finance and Administrative Services (FAS) Division Report Guidelines, Reporting Template, and Faculty Position Analysis Template.
- Continued working on Faculty Cost and Productivity Study Request for Proposal (RFP).
- Updated FAS Division Policy Inventory List.
- Continued working on verifying ISD Stipends for the Faculty Cost Spring 2019 Analysis. Reviewed operating and travel expenditures for FY19 and the Revenue and Expenditures Summary.
- Continued working on Dual Credit Faculty Cost Study for Fall 2018 and Spring 2019.
- Worked on Texas Association of School Boards (TASB) Policy Management Program internal procedures and also on the March 2020 Legal Updates Summary.
- Reviewed and provided revisions to the Parking Permit future state process map.

- Prepared and sent out e-mail to executive management on annual departmental Risk Assessments and Vice President Acknowledgment Forms.
- Initiated draft business continuity plan guidelines and also revised General Safety Procedures draft.
- Provided feedback and edits on the Fire and Life Safety Plan.
- Prepared work from home activity reports for all staff.
- Updated Records Management Procedures.
- Researched Administrative Leave Without Pay polices.
- Researched Center for Disease Control (CDC) guidance on COVID-19 and also on Travel Guidance for employers.
- Researched effects of COVID-19 pandemic on construction/replacement costs, insurance, and other expenses.
- Reviewed the Governor's Report to Open Texas and Executive Order GA-18.
- Worked on COVID-19 Frequently Asked Questions, General Notice, and Work Safe Guidelines documents as requested by Office of the President.
- Researched Health Insurance Portability and Accountability Act (HIPPA), Equal Employment Opportunity Commission (EEOC), and Center for Disease Control (CDC) guidance on COVID-19 screening requirements for higher education institutes and also on temperature screening protocols and symptoms.
- Prepared draft Health and Safety Risk Assessment on virus and reopening of departments and programs.
- Drafted and developed standardized College departmental Safety Plans and updated Accountability, Risk, and Compliance SharePoint website to include new Safety Plans.
- Researched various guidelines on campus access; developed and drafted alternate Operations Procedures, Campus Access Pre-Screening Questionnaire, and Employee Procedures for access to the campus and buildings.
- Worked on COVID-19 Employee Pre-screening Microsoft Form. Created steps to submit form on Flow, also created SharePoint report, and performed testing.
- Worked on and completed Employee COVID-19 Pre-screening Checklist.
- Reviewed multiple College departmental Safety Plans and county forms required for the opening of services on campus.
- Reviewed county orders and state declaration requirements, risks, and requested safety plan concerning Open Lab operations.
- Worked on draft of College Alert Notice to include county orders and public health guidance.
- Worked on Hidalgo County and Cameron County Emergency Requirements points.
- Worked on monthly activity report, account reconciliations, and requisitions as needed.

FOOD SERVICES - LUIS R. GUZMAN II, DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Participated in conference call for the Finance and Administrative Services Director's Meeting.
- Conducted conference call in regards to information provided by Finance and Administrative Services Directors and Vice President with Food Service Department Leaders.
- Participated in conference call on possible department furloughs with Vice President for Finance and Administrative Services.
- Participated in Zoom conference call to discuss furlough of employees with Food Services Staff, Director of Human Resources, and Vice President for Finance and Administrative Services.

PROJECTS IN PROGRESS:

- Work on and submitted Cabinet Report.
- Reviewed food contract award from Board meeting packet.
- Submitted the "Encouragement video to South Texas College students" to Public Relations department.
- Sent out essential employee letter to required staff members.

- Reviewed and submitted FY 2021 Staffing Plan requests to office of the Vice President for Finance and Administrative Services.
- Reviewed, signed, scanned, and sent invoices as needed to Auxiliary Accountant for Business Office processing.
- Manually entered punches for direct wage and work study staff as needed on Time Clock Plus system.
- Completed Work From Home Activity Reports and submitted.
- Approved increases for the Sam's Club Purchase Order.
- Requested that cashier stations at all food service locations have plexi-glass barrier to practice social distancing in the near future.
- Requested to have Food Services Information updated on the Telephone Directory.
- Completed and submitted the Food Services Cashier Deposit paperwork for operations.
- Replied to Institutional Effectiveness (IE) Department concerning the update on the IE Plan and created timeline for completion.
- Reviewed current Food Services policies in regards to Texas Association of School Boards (TASB).
- Conducted Inventories at Technology Campus and at Pecan Campus.
- Submitted final Inventory to Vice President for Finance and Administrative Services.
- Color-coded Final Inventory for Food Services in regards to expiration date.
- Collaborated to achieve final inventory amount department wide with the Food Services Leaders from all campuses.
- Finalized Institutional Effectiveness (IE) plan for Food Services and submitted.
- Finalized and submitted April's Activity Report.

INSTITUTIONAL EQUITY OFFICER – LISA GUERRA, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Held meeting to review the Title IX, Clery Act, and Violence Against Women (VAWA) Presentation for the Board Meeting with the Acting Chief of Police.
- Attended meeting on Institutional Effectiveness Plan process with Institutional Equity Manager and Director of Institutional Effectiveness, Assessment, and Accreditation.
- Attended conference call meeting on South Texas College Employee Security Incident with Baker Hostetler, Institutional Equity Manager, Director of Accountability, Risk, and Compliance, Risk Manager, Assistant Chief, Information Officer Infrastructure and Software Development, and Texas Association of School Boards (TASB) representatives.
- Held conference call meeting to review and discuss Clery Act and Violence Against Women Act (VAWA) Internal Audit with Acting Chief of Police, Coordinator of Emergency Preparedness and Training, Police Compliance Coordinator, and Institutional Equity Manager.
- Attended Cabinet Meeting to discuss COVID-19 response and related policies and procedures.
- Held conference call to review the Institutional Effectiveness Plan with the Director of Institutional Effectiveness, Assessment, and Accreditation.
- Held meeting to review F plan staffing list with Interim Chief of Police and then with Director of Facilities Operations and Maintenance.
- Office staff attended webinar training on updates concerning the Americans with Disability Act (ADA).
- <u>Vice President for Finance and Administrative Services:</u>
  - Attended introductory conference call with Vice President for Finance and Administrative Services and division Directors.
  - Attended conference call meeting to discuss Family Medical Leave Act (FMLA) laws with Vice President of Finance and Administrative Services.
  - Held conference call meeting to discuss Guidance Draft for department heads with Vice President for Finance and Administrative Services.
  - Participated in conference call for the Director's Meeting with Vice President for Finance and Administrative Services and division Directors.

- Attended conference call meeting to discuss COVID-19 Response with Vice President for Finance and Administrative Services and Interim Director of Human Resources.
- Held discussion of policies affected by COVID-19, sample university plans, and related applicable laws and requirements with Vice President for Finance and Administrative Services.
- Attended introductory, tasks, and priorities conference call with Vice President for Finance and Administrative Services and Institutional Equity Manager.
- Attended Emergency Preparedness Plan Meeting with Vice President of Finance and Administrative Services and Finance and Administrative Services division Directors.
- Attended two huddle meetings for weekly activities with Vice President for Finance and Administrative Services and Finance and Administrative Services staff.
- Attended conference call meeting to discuss Title IX Notice, Clery Act and Violence Against Women Act (VAWA) Internal Audit, Title IX Audit, Title IX, Clery Act, and Violence Women Act (VAWA) Board Presentation, and Title IX Committee Meeting with Vice President for Finance and Administrative Services.
- Attended conference call meeting for F Plan, Staffing List, Notice, Guidance and spreadsheet with Vice President of Finance and Administrative Services and Interim Director of Human Resources.

- <u>Title IX Meetings and Discussion of Cases:</u>
  - Attended three meetings to discuss Title IX student cases with Director of Counseling.
  - Held conference call to discuss Title IX student cases with Director of Counseling and Institutional Equity Manager.
  - Held Title IX Committee Meeting, which included three continued meetings to finalize case reviews (one meeting included Director of Student Accounts and Bursar).
  - Held conference call meeting to discuss Title IX student case with Director of Counseling, Director of Financial Services, Director of Student Records and Registrar, and Institutional Equity Manager.
  - Held conference call meeting to discuss Title IX student case and Title IX Notice of Remote Operations due to COVID-19 with Institutional Equity Manager and Director of Counseling.
  - Held Title IX case(s) review and approval meeting with Vice President for Finance and Administrative Services.
  - Held conference call meeting to discuss role with Title IX team and other job duties with Director of Counseling.
  - Held conference call meeting to discuss role with Title IX team and other job duties with Police Sergeant.
  - Held conference call meeting to discuss Office of Student Rights and Responsibilities services, role/interaction with Title IX team, procedures for student cases, and areas of improvement with Director of Student Rights and Responsibilities and Coordinator of Student Rights and Responsibilities.
- <u>Departmental Meetings with Institutional Equity Manager to discuss the following:</u>
  - Office transition and Comprehensive Plan.
  - Title IX initial overview of program, process, procedures, emails, case management software (Maxient), website, Title IX Committee roles and responsibilities, Title IX audit, Association of Title IX Administrators (ATIXA) (membership, listserv, resources), The National Center for Higher Education Risk Management (NCHERM) Group, LLC (agreement and services), files and records, trainings/conferences.
  - Action plan for the Institutional Effectiveness Plan.
  - Staffing budget and travel request.
  - Departmental reporting and recurring reporting (Cabinet Reports, Activity Report, Legal Counsel Report, and Annual Report) to office of Vice President for Finance and Administrative Services.
  - Creation of departmental website and Title IX website upgrade.
  - Recommended improvements and submitted the Risk Management/Insurance Liability Reports to the Office of Human Resources.
  - Investigation of Title IX complaint with Director of Counseling.
  - Need for standard complaint processing procedures and standards for Title IX complaints stemming from any source, including Pregnancy and Parenting related complaints.
  - Need for standard complaint processing procedures and standards for complaints concerning American with Disability Act (ADA)/504 complaints.
  - Need for review of ethical standards applicable to counseling referrals, confidentiality privileges v. mandatory reporting, and potential conflicts.

- Maxient pending access and reporting.
- Office and college-wide training needs.
- Updates to departmental policies.
- Title IX investigations with Police Department.
- Title IX reports and transfers to Title IX Committee.
- Title IX case process grievance procedures scenario example.

PROJECTS IN PROGRESS:

- Title IX:
  - Worked on Title IX cases and inquiries.
  - Worked on Title IX Committee Meeting packet.
  - Worked on Title IX case report for College President.
  - Worked on and submitted Title IX Weekly Cabinet Reports to Vice President for Finance and Administrative Services.
  - Worked on Title IX, Clery Act, and Violence Against Women Act (VAWA) Board Presentation and write-up for April 2020 meeting and submitted to Vice President for Finance and Administrative Services and Acting Chief of Police.
  - Worked on Clery Act and Violence Against Women (VAWA) Audit Report and submitted to Vice President of Finance and Administrative Services.
  - Conducted research on Clery Act reporting regulations, Department of Education Campus Security Reporting Handbook, Federal Bureau of Investigation (FBI) Uniform Crime Reporting (UCR), Federal Bureau of Investigation (FBI) Summary Reporting System (SRS) User Manual, Federal Bureau of Investigation (FBI) National Incident-Based Reporting System (NBIRS) User Manual, and other related guidance.
  - Read and forwarded emails to Title IX Committee from the Association of Title IX Administrators (ATIXA).
  - Reviewed Title IX Summary on new and pending regulations.
  - Reviewed Title IX cases and assisted with investigating proposed accommodations.
  - Edited language for communications on Title IX student complainant.
  - Researched, edited, and submitted Title IX Notice of Remote Operations draft due to COVID-19.
  - Revisited Title IX Notice of Remote Operations due to COVID-19 Notice with Vice President of Finance and Administrative Services.
  - Researched impact on financial aid on student withdrawals and forwarded information to Director of Counseling and Institutional Equity Manager.
  - Updated the Title IX Resource Guide and the Title IX Resource Guide Pregnant and Parenting.
  - Attended training and obtained online Title IX Training Certification through National Association of College and University Attorneys (NACUA).
- Office of Institutional Equity:
  - Prepared and submitted weekly Cabinet Reports to Vice President for Finance and Administrative Services.
  - Reviewed and approved Work from Home Activity Reports.
  - Requested and completed Campus Security Administrator Training for Institutional Equity Officer.
  - Worked on and obtained access/keys for Change Financial Manager Form, Travel Expense Form, Banner Workflow Form, Banner Access Request Form, and Key Request Form.
  - Sent introductory emails for the Institutional Equity Officer hired to Office of Student Rights Director, Dean of Students, Internal Auditor, and Office of Accountability, Risk, and Compliance staff, Office of Counseling and Student Disability Services, and The National Center for Higher Education Risk Management (NCHERM) Group, LLC staff.
  - Registered for Title IX Coordinator Online training at the National Association of College and University Attorneys (NACUA).
  - Updated and submitted Office of Institutional Equity organizational chart to Vice President for Finance and Administrative Services.
  - Worked on Institutional Effectiveness Plan and submitted to Department of Institutional Effectiveness.

- Researched policies with respect to COVID-19.
- Worked on notes for the Worker Adjustment and Retraining Notification (WARN) Act.
- Worked on memo and sample F plan and submitted to Vice President for Finance and Administrative Services for review.
- Reviewed and responded to an external inquiry regarding Senate Bill 212.
- Researched Emergency Family Medical Leave Expansion Act and Emergency Paid Leave Act (from Families First Coronavirus Response Act).
- Worked on COVID-19 Response Timeline, Action Plan, and Guidance and provided to Vice President for Finance and Administrative Services and Director of Human Resources.
- Incorporated Office of Human Resources and Office of Institutional Equity actions and updates concerning COVID-19 into Budget Calendar.
- Worked on F Plan staffing list, guidance, introduction section for guidelines, spreadsheet, and notice.
- Updated draft Policy #4913: Employee Furloughs for College Employees in Response to COVID-19.
- Worked on Employee Grievance Procedures and submitted to Vice President for Finance and Administrative Services.
- Responded to inquiry concerning Transportation Services manual and compliance with the Americans with Disabilities (ADA).
- Reviewed Policy #4901: Standards of Conduct.

HUMAN RESOURCES - LAURA REQUENA, INTERIM DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended conference call on Letter of Appointment in Jagnet with Instructional Technology staff.
- Attended meeting to discuss Human Resources payroll support benefit review.
- Attended meeting to discuss impact with furloughed employees at Mid Valley Campus.
- Attended meeting to discuss the processing of Notices of Employment Forms.
- Attended meeting on Family First COVID-19 Response Act/Family Medical Leave Act Training.
- Attended meeting on PeopleAdmin processing of Direct Wage New hire process with Human Resources Information System staff.
- Attended training for staff and part-time staff resignations/transfers with Human Resources Benefits staff.
- Attended and also hosted meetings on COVID-19-19 Pandemic to discuss emergency response.
- Attended meetings to discuss online trainings for employees and implementation process with Online Training vendor.
- Attended meetings to discuss assignments, tasks, and updates with Human Resources Benefits staff.
- Attended meetings to discuss staff duties and upcoming furloughs with different Human Resources staff.
- Attended Benefits and Payroll meeting to test payroll for Family First COVID-19 Response Act codes with Benefits team and Payroll team.
- Benefits team attended the Employee Retirement System Webinar on "10 Ways to Improve Your Health While Working from Home".
- Held the Family First COVID-19 Response Act/Family Medical Leave Act Expansion training to establish procedures with Benefits staff.
- Attended Zoom meeting on priorities and assignments with Benefits staff.
- Attended meeting to discuss review and assigning of postings and pending items with Human Resources Assistants.
- Attended meeting to discuss furlough of employees with Vice President for Finance and Administrative Services.
- Met remotely and tested the Hiring Proposal transfers to Banner with People Admin Banner integration team.
- Met to discuss the go-live procedures with the Online Training Consultant.
- Met to review the workflow of grant funded positions in the new re-engineered PeopleAdmin system with the Grant department staff and made changes.

- Met to discuss the fillable Notice of Employment's form with Grants, Business Office, and Human Resources Payroll staff.
- Met to discuss People Admin Banner integration with Information Services & Planning Applications Development team, PeopleAdmin - Banner Integration team, and Consultant.
- Met to discuss Pre-screening Form with Information Technology and Accountability staff.
- Met and provided a faculty quick count and explanation to the Research Analytical Services staff.
- Met to discuss the direct wage hiring process for the new applicant tracking system including workflows, forms, site triggers, and email templates with Human Resources Information System team and Staffing team.
- Met to discuss workflows and notifications for grant funded positions in the new applicant tracking system with the grants team from Resource Development, Management, and Compliance.
- Met on the Staffing Plan with the Human Resources Payroll and Compensation Manager.
- Held On-going trainings on Family Medical Leave Act procedures with Human Resources staff.
- Attended remote meeting on furloughs with Department of Public Safety Drivers.
- Attended TEAMS call with Finance and Administrative Services Safety Committee.
- Attended TEAMS call on updates on Family First COVID-19 Response Act.

PROJECTS IN PROGRESS:

- Updated the 2019-2020 Performance Appraisals process to include direct wage and work-study employees.
- Assisted Employee Relations Officer on preparing the Legal Counsel Log.
- Collaborated on Online Trainings and the implementation of the different trainings to offer with Information Security, Admissions, and Student Records staff.
- Worked on Compensation Review.
- Completed and created fillable Portable Document Format for all Notice of Employments.
- Completed and launched the Faculty with a year or less of employment Renewal Notices.
- Completed and modified the Direct Deposit Authorization form.
- Completed Texas Retirement System adjustments, including Employee Demographics 40's and Texas Retirement System employee eligibility status and activated Texas Retirement System/Texas Retirement Waiting for new hires in Banner screen PDADEN; Retiree Report for TEAMS.
- Completed the 457 Report for April.
- Completed the Employee Retirement System 1% Report for April and the Retiree Report for April.
- Conducted one retirement information appointment.
- Conducted employee exit interviews.
- Converted Notice of Employment forms to electronic format.
- Coordinated the merging and distribution of furlough emails and letters.
- Created hiring guidelines for virtual interviews including scripts and email templates.
- Discussed and reviewed Alternate Work Operation.
- Posted the Family First Coronavirus Response Act frequently asked questions online.
- Updated the internal departmental procedures.
- Reviewed Policy #4212: Employment and Supervisory Relationship of Close Relatives.
- Posted Direct Wage/Work Study Performance Appraisal online.
- Researched other colleges for guidelines on tele-interview.
- Researched the job distribution tables to find out the stored information.
- Reviewed Employee Relations Officer Maxient Cases.
- Reviewed Job Descriptions for Police Department staff.
- Reviewed Notice of Employment Forms.
- Reviewed several job descriptions for grade classification and exemption status.
- Reviewed and approved Faculty Leave and Compensation - payroll postings.

- Reviewed the Banner Identification creation for Banner-PeopleAdmin Integrations test and created multiple user Identifications in the Test environment.
- Conducted Secure Share training to complete more tasks via secure South Texas College email.
- Prepared Self-Service Banner 9 – Direct Deposit.
- Set up Banner screens and participated and provided feedback on the payroll testing of the newly created leave/earning codes for the Families First Coronavirus Response Act.
- Tested People Admin and Banner integration and contacted Information, Services, and Planning staff and PeopleAdmin separately to do modifications.
- Worked on Time Sheet Verifications.
- Updated the online description for Performance Appraisal Forms.
- Worked on and provided training on the annual Fall Integrated Postsecondary Education Data Systems (IPEDS) report.
- Worked on April monthly and semi-monthly employee payrolls.
- Worked on clearing several full time and part time staff for report to work authorizations.
- Worked on completing assigned Work from Home LinkedIn Trainings.
- Worked on completing Human Resources trainings (Linked In).
- Worked on completing Pilot group #2 for the South Texas College Online Trainings.
- Worked on creating updated department clearing procedures.
- Worked on Divisions Leave Report and submitted to the office of the Vice President for Finance and Administrative Services.
- Worked on Employee Relations cases and reviews.
- Worked on Institutional Effectiveness & Assessment plan for Human Resources Department Goals.
- Worked on Monthly Employee Retirement System Reconciliation Report 04.
- Worked on ten part time applications for trainer, adjunct, direct wage, and dual credit staff.
- Worked on an estimated at 30 to 50 pending fingerprints emails for Employee Relations office.
- Worked on providing Benefit premium totals for employees on report provided by Supervisor.
- Worked on Reduction in Force Employee Guide.
- Worked on reviewing full time applications for 6 postings.
- Worked on Salary Group validation and made changes according to the procedures used by Payroll department.
- Worked on sending Time Clock Plus emails for orientation.
- Worked on testing and launching of the FY 2020 - 2021 Faculty Letter of Appointment.
- Worked on testing Direct Deposit Self-Service system.
- Worked on the continuation of transition of duties between staffing and benefits area due to resignation notices.
- Worked on the required trainings for Building High-Performance Teams, Learning Program Management, Excel 2019 Essential Training, and Excel: Tips and Tricks).
- Worked on updates and tests in the new applicant tracking system including email templates, document types, workflow notifications, assets, site triggers, and forms.
- Worked with Information, Services, and Planning to correctly setup the Banner-PeopleAdmin integration procedures, tables, and tasks for testing.
- Worked with Payroll staff to setup the Salary group validation procedures.
- <u>Systems/Reporting:</u>
  - Visio charts:
    - Worked on PeopleAdmin Faculty/Staff part time product type workflow.
    - Modified the PeopleAdmin workflows for both Faculty and Staff product types.
  - Human Resources Website Updates:
    - Updated the Human Resources Website to take the latest version of the Performance Management forms.

- Added a new tab to Human Resources Performance Management website to have the Direct Wage/Work Study staff.
- Worked on Banner PeopleAdmin integration to create a step by step document for the integration, continued testing, and working on the amended specifications for PeopleAdmin text extract for integration.

- Information Services and Planning (IS&P) Issues:
  - Assigned: 13
  - Resolved: 11
  - Currently Open: 4

- Report Development:
  - Worked on over thirty-two (32) Internal Reports throughout the month and submitted as needed or filed for future reference.
  - Worked on over seventeen (17) External Reports throughout the month and submitted as needed or filed for future reference.
- Other:
  - Performed Online Trainings in Linked-in and Online Training Company.
  - Provided feedback on the PDF fillable Notice of Employments and the communication notice for purposes of college closure due to COVID-19 pandemic.
  - Continued training on Faculty Load and Compensation with all payroll voids in Banner to the Human Resources Payroll Assistant.
  - Assisted in completing any missing fields in the PEAEMPL Banner screen.
  - Performed review of the FY 2019 - 2020 Pay Plan.
  - Held meeting to learn more information on Organizational Codes with Payroll staff.
  - Worked on speeding up the process of some of the Argos reports.
  - Prepared and updated the agenda for the webinar with the Consultant.
  - Researched issue with benefit screen and tested in two different test instances and production.
  - Collected the specifications of the chair evaluation report.
  - Tested the new version of WebXtender in one of the test instances.

Faculty Staffing	**Count**
Position requests w/job descriptions	1
Positions posted	
Positions reposted	
Positions extended	
Positions canceled	
Search committees' forms requested	3
Search committees assigned	2
Hiring proposals reviewed (HR Staffing Review workflow)	6
Job offers	0
Review Adjunct/Dual Credit applications	10
New Hire Email Notifications	
Faculty	0
Lecturers	0
Adjuncts/Dual Credit	2
Positions filled	
PeopleAdmin user updates	
Advertisements placed (Monitor, Town Crier, etc.)	
Resignations/Terminations	
Faculty	

Faculty Staffing	Count
Lecturers	
Adjuncts/Dual Credit	
Transcript	
Requested from Admissions	1
Reviewed in PeopleAdmin	4
Notices (1st, 2nd & Final notice)	5
Extension requests	20
Credential entered in credential database Faculty/Staff	30
Vacancy Reports completed NOE course and Rate Review	1 90
Educational Supplements (Review, log, memo, send to payroll and faculty)	2
New hire/re-hire/transfer files (closing onboarding process) track transcripts	20
Purged Monthly Adjunct Applications	2
Purged Non-STC Employee Transcripts	
SACS Audit	

Support	Count
E-Verify	
Cases submitted	2
TNC cases	0
Form I-9	
Banner entry/updates (PEAEMPL)	6
Requests	0
Name changes	0
Revisions	0
Updated employment authorization documents	1
Emails for expiring documents	1

Records	Count
Records filed (by page)	0
Files scanned and indexed	0
New Hire folders prepared	0
New Hire Transcript Files Prepared	0
Termed files prepared	0
Boxes to Record Retention	0
Email Requests: External	51
Files audited	0
Record Requests	
Files moved back from storage room	
Special file requests (HR Director, auditor, etc.)	
Employment Reference Checks Logged	
WFH - Activity Reports Reviewed and Logged	1046
WFH - Activity Reports Reformatted to PDF, Renamed. (Not Yet Logged)	1197
WFH - E-Mails Pending	409

Records	Count
WFH - E-Mails Processed (Pending E-Notification)	332
WFH - E-Notifications sent	72

Staffing/Staffing Support (Staff)	Count
Position requests w/job descriptions	3
Positions posted	0
Positions reposted	0
Positions extended	1
Positions canceled	0
Search committees' forms requested	29
Search committees assigned	10
Hiring proposals reviewed (HR Staffing Review workflow)	1
Job offers	5
New Hire Email Notifications	
Full-time staff	22
Part-time staff	0
Trainers	
Positions filled	7
PeopleAdmin user updates	7
Advertisements placed (Monitor, Town Crier, etc.)	0
Resignations/Terminations	
Full-time staff	
Part-time staff	
NOE's	
Full-time temporary staff	
Part-time staff (DW)	2
Trainers	123
Temporary Agency Employees	
Request	1
Replacements	
Assignment Extension	1

Employee Relations	Count			Count	
	FYTD	MTD		FYTD	MTD
DPS CCH Background Checks	543	9	TWC Claims	70	37
Fingerprints	183	0	Open Records Requests	3	0
DPS Driver Eligibility Checks	146	8			

Benefits & Payroll	Count		Count
Benefits		Payroll	
New Hire Orientations Full-Time	0	PDR Notifications	229
New Hire Orientation Part-Time	0		

Benefits & Payroll	**Count**		**Count**
Internal Transfers	3	Direct Deposit Transactions	3
Benefits Credits/Collections	15	*Full Time*	11
TRS ED Records reported		*Direct Wage/Work Study/Trainer*	
TRS RR Records reported		Resignations	1
TRS Prior Yrs of Svc Verifications		*Full Time*	3
TexaSaver 457/403B Accounts		*Direct Wage/Work Studies*	3
Faculty (Adjunct, Temporary)	1	Garnishments	60
Staff (Direct Wage, Part Time)	1	TXOAG Reporting	93
Exits	4	Payroll DOC/ADJ/SLP Worksheets	10
Full Time	1	New Hires, Rehires, Transfers	8
Retirees		Name Changes	
FMLA Requests		Address Changes	3
New	4	Form W-4 Changes	1
		FY20 Staffing Plan Salary Inc Rev	
On-Going Cases	11	Verification of Employment	
Closed	17	Forms processed	16
FMLA Intermittent Requests		Letters sent	1
New	1	Phone Calls	14
On-Going	19	Cell Phone Stipends	
Closed	2	Adjunct Leave Forms	1
Approved Leave of Absence		NOE Staff Full Time Temp	
New	1	Letters of Appt Verification and Matching	
On-Going	4		
Closed	1	Direct Wage	14
Workers Compensation Claims	0	Work Study	
New	13	Adjunct	8
On-Going Cases	0	Overload	88
Closed	0		
Tuition Reimbursement Applications Processed	0	FLAC CRNs	55
Tuition Reimbursement Applications ready for payment	0	Trainers	106
Tuition Grant Applications		Dual Enrollment	
Employee	0	Fac. Salary Retro-Pay Adj	1
Dependent	0	Fac. Base Salary Pay-Off	1
Promissory Notes	1	Substitute NOEs	34
		Full-time Regular Faculty Pay-Off	
Sick Leave Pool Enrollment	13		
Sick Leave Pool Termed	1	*Special Assignments*	30
Sick Leave Pool Donations	298	Course Based Compensation including Chair/Dean Stipends and approved Faculty Special Assignments	7
SECC-State Charitable Deductions		Large Class Payments	1
Letter/Appointment FT Regular Staff		Educational Increase	8
Medical Support Orders		Mini-mesters	66
ERS Changes	6	Certification Stipend	

Benefits & Payroll	**Count**		**Count**
Vacation Settlement Worksheets	*5*	PeopleAdmin Transactions	
Fac. Base Salary Three Month Ext		Approvals	
		Hiring Proposals	*7*
Staff Special Assignments		Payroll Worksheets	28
		Move Request Updates	

SOUTH TEXAS COLLEGE

ACADEMIC AFFAIRS

SOUTH TEXAS COLLEGE

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

TO:	DR. SHIRLEY A. REED, PRESIDENT
FROM:	DR. ANAHID PETROSIAN, INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS
DATE:	MAY 20, 2020
SUBJECT:	ACTIVITY REPORT FOR APRIL 1, 2020 – APRIL 30, 2020

DR. ANAHID PETROSIAN
INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

IVPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the Chief Academic Affairs virtual meeting
- Attended weekly Cabinet meetings
- Held discussions regarding dual credit courses for summer and whether they will be all online
- Held meetings to discuss admission criteria for NAH division
- Held weekly meetings with Academic Affairs Leadership Team
- Participated in the Faculty Senate Executive Team meeting to address their concerns
- Participated in the monthly Council of Chair meeting to discuss their concerns

PROJECTS COMPLETED OR IN PROGRESS:

- Addressed issued raised by faculty and students
- Continued to monitor course offerings for Summer and Fall semesters
- Continued to monitor faculty completing certification to teach online during summer
- Continued to monitor the transition of face to face courses to online format
- Developed Frequently Asked Questions regarding Dual Credit Programs
- Developed procedures for Pass/No Pass alternate Grade for the Spring Semester
- Developed proposal to waive the distance learning fee for dual credit students during summer sessions
- Developed strategies for the summer session course offerings
- Handled work from home issues related to faculty and staff
- Worked on cost saving measures for summer and next year
- Worked on developing a modified final exam schedule
- Worked on developing a new Academic Continuity Plan
- Worked on find solutions to offer the Lab portion of CTE courses
- Worked on May presentation titled “Overview of Transition to Online Instruction” for EWDC committee
- Worked on staffing and budget
- Worked on strategies regarding projected decrease in enrollment and impact on faculty
- Worked on strategies to address TSI testing issues
- Worked with other Vice Presidents to move the withdraw date to the last class date
- Worked with Research and Analytical Services to conduct a survey of students for the first week of remote learning

SARA LOZANO
PONT OF CONTACT – BUSINESS, PUBLIC SAFETY, AND TECHNOLOGY

POINT OF CONTACT'S REPORT:

- Attended the webinar "It's all about the CLNA" regarding Perkins V and funding updates, April 1
- As part of the She Persists Campaign, I met with the team from PR, grants, and RGVision to determine a shift in the campaign to address the current pandemic. Meetings were held, April 3, April 23, and April 29
- Attended meeting to discuss operational needs for opening labs for Welding Program at Technology Campus, Mid Valley Campus, and Starr County Campus and Police/Fire Academy at the Regional Center for Public Safety Excellence, April 15
- Worked on and developed Safety Plans for programs that were allowing students to return to complete lab assignments. Safety Plans were completed throughout the month of April.
- Weekly Teams meetings with the Deans and Academic Affairs Leadership Team as well as weekly meetings with the BPST Division Program Chairs and staff

ASSISTANT DEAN'S REPORT:

- Zoom meeting with UTRGV/STC Collaboration group and phone conference with MEDC VP on collaboration meeting, April 1
- Reviewed, updated and submitted Highlight for Welding Expo and Zoom meeting with IT faculty on events highlights and online courses, April 2
- Communicated with RAS on survey results for Wonder Women in the Making event, and reached out to grants office on available foundations/grants/trainings on collaboration efforts to report back to UTRGV/STC collaboration team, April 3
- Meeting events discussion with Culinary Arts Program Chair, attended IEA Teams meeting, SP Training, collaboration zoom meeting with MEDC, meeting update with BASOL Program Chair, phone conference with Cinch Connectors on collaboration meeting, and Zoom meeting with STMA Director on marketing tactics and scholarship, April 6
- Reviewed, updated and submitted Highlight for Construction Trades Expo and Automotive activities, meeting with Advanced Manufacturing Technology department and Public Administration Program Chairs, April 7
- Collaboration skype meeting with Cinch Connectors, Plant Manager on hiring outlook, collaborated with faculty on social media video, submitted Highlight for Women in Public Service & Technology, and worked with faculty and manufacturing program chair on info on Excelencia nomination, April 8
- Meeting with Welding Program chair on Blackboard courses and assignments, meeting update with BASOL Program Chair on college and program updates, reviewed Safety Procedures for Technology programs, April 20
- Submitted Highlight for 2nd Annual Innovative Technology Week, Teams meeting with Business Program Chair on Retail Management program and Point of Contact updates, Zoom meeting with STMA director on scholarships and organization update, April 21
- Meeting with Business Program chair on Safety Expo, submitted Academic Highlight for Wonder Women in the Making event, Teams meeting with Manufacturing assistant chair on Manufacturing Day event, and attended Fusion 360 Webinar, Utilize Fusion 360 in labs, April 22
- Zoom meeting with Cambria Manager to discuss scholarships, Teams meeting on Manufacturing scholarship update with scholarship committee, reviewed Safety Procedures for Automotive program, joined the Board meeting online, and reviewed events and stories for PR to nominate a student for student of the week, April 23
- Attended Manufacturing department meeting to obtain updates, submitted Academic Highlight for Unmaking Your Powers Speaker Series event, Teams meeting with BASOL Program Chair on marketing tactics for our students into the bachelor programs, Zoom meeting with Pharr EDC on updates, April 24
- Reviewed Safety Procedures for Technology programs, meeting update with BASOL Program Chair on college and program updates, Teams meeting to review Safety Procedures for Automotive with Program Chair, April 27
- Teams meeting with Dr. Silva on Excelencia nomination and other updates, Teams meeting with Dr. Garcia on QEP, Teams meeting to review Safety Procedures for Welding and Manufacturing with program chair, April 28
- Teams meeting with Mechatronics faculty to review PLA table, Teams meeting with Dr. Cortez on updates, blackboard and QEP, attended Fusion 360 Webinar, Applying Fusion 360, and Zoom meeting with RGV Lead, current situation and updates, April 29

- Discussion with Business Program Chair on updates, interview with Univision on Capstone student and efforts on Covid-19 situation, Zoom meeting with PSJA on student updates, Teams meeting to review Safety Procedures for Mechatronics with Program Chair, Zoom meeting on Governor's updates, and Teams meeting with NACEP Taskforce, April 30
- Weekly Teams meetings with the BPST Division Program Chairs and staff

DEPARTMENT/PROGRAM REPORTS:

Information Technology

- Program Chair attended virtual meeting with Business, Public Safety, and Technology Division and virtual meeting with Math and Science Division, April 6
- Assistant Chair had a phone call meeting with Alex Caballero, Cengage, to discuss Ebook access for Dual Enrollment faculty, April 15
- Assistant Chair completed Assessment & Assignment Training Blackboard Webinar, April 16
- IT Faculty attended ACE Grant Virtual Meeting, April 17
- Program Chair attended Math and Science Division Virtual Meeting, April 21
- Cengage Virtual Conference, April 22-24
- All IT faculty & staff attended our IT department virtual meeting, April 24
- Assistant program chairs had a virtual meeting to discuss summer classes, April 28
- Assistant Chair had phone meeting with Sandy Staley, Against the Clock, publisher, to discuss Dual Enrollment faculty information, April 10 & 29
- Assistant chairs had a phone meeting to discuss Concourse syllabus and IT reports, April 30

DR. ALI ESMAEILI
DIVISION DEAN – MATH, SCIENCE, AND BACHELOR PROGRAMS

DIVISION DEAN'S REPORT:

- Participated in Microsoft Teams meeting with Assistant Deans, Director of URTC, and Project Manager, Apr 27
- Participated in JFF Community College Webinar: Employer Engagement, Apr 27
- Participated in Microsoft Teams meeting to discuss ongoing and pending grants, Apr 28
- Participated in Microsoft Teams meeting regarding work safe measures for science labs, Apr 28
- Participated in Microsoft Teams meeting with Vice President for Academic Affairs regarding updates, Apr 28
- Participated in STC/Education Texas CBE Program Discussion, Apr 29
- Participated in Math and Science Student Success Specialist Teams Meeting, Apr 29
- Participated in Microsoft Teams AA Leadership Meeting, Apr 29

ASSISTANT DEAN'S REPORT – BACHELOR PROGRAMS:

- Participated in the Dean, Assistant Dean, and Director of URTAC meeting on MS-Teams, Apr 27
- Facilitated an MS-Teams weekly meeting for the BASOL Program faculty and Academic Coach and Student Success Specialists, Apr 27
- Review of the Bachelor Programs FLAC Training Manual, Apr 27
- Reviewed the final version of the Bachelor Programs FLAC Training Manual, Apr 28
- Participated on a Zoom meeting with Instructure to discuss the technical issues for setting up Portfolium. The meeting included IT and Director of DL., Apr 28
- Facilitated a meeting with the BASOL AA and Student Success Specialist to discuss the Summer and Fall Enrollment, Apr 28
- Participated in the McAllen Chamber of Commerce Social via Zoom, Apr 28
- Facilitated a MS-Team meeting with BPST Assistant Dean to discuss promoting the Bachelor Programs to the Chairs, Apr 29
- Participated along with the MSB Dean on a Zoom meeting with Educause to discuss STC/Educate Texas CBE, Apr 29
- Participated along with the BASOL Student Success Specialist on a Zoom meeting with the Business Administration Students to promote the BASOL and TMGT programs, Apr 29

- Facilitated an MS-Teams meeting with the BASOL Student Success Specialist to discuss the Summer faculty changes and students' issues, Apr 29
- Participated on a Live Collaborate session with a BASOL faculty member's upper level course to answer student questions, Apr 29
- Facilitated the Weekly Academic Coach and Student Success Specialist Meeting on Teams, Apr 30
- Participated in the MS Chairs and Student Success Meeting, Apr 30
- Participated on the McAllen Chamber of Commerce Curb Side mob with Earth Born, Apr 30

DEPARTMENT/PROGRAM REPORTS:

Computer Information Technology

- Participated in JFF Community College Webinar: Employer Engagement; Computer Science Dual Credit & Adjunct PLO Meeting, Apr 27
- Attended Board Meeting, Apr 28
- Participated in Academic Coach and Student Success Specialist Meeting; JFF Google IT Budget Review Meeting, Apr 30
- Participated in MS Chairs Meeting, Apr 30

Technology Management

- Prepared materials for TMGT Advisory Board Meeting, Apr 29
- Participated in MS Teams meetings with MSB Dean, Bachelor Program Chairs, Academic Coaches, Student Success Specialist, AA, and Faculty Secretary, Apr 30

ASSISTANT DEAN'S REPORT – MATH & SCIENCE:

- Participated in Dean, Assistant Deans, and UTRAC Director meetings, Apr 27 & May 1
- Facilitated meeting with MS Chairs and Student Success Specialist to discuss withdrawals, enrollment, and return to campus, Apr 28
- Participated in QEP meeting, Apr 29
- Worked with Chemistry Assistant Chair, Physical Science Lab Coordinator, and Lab Specialist to review potential at home chemistry experiments, Apr 29
- Worked with Biology and Physical Science Department Chairs to update proposal for on-campus summer Labs and complete Work Safe Measures form for the division, April 27-28
- Participated in NACEP Core Team Meeting, Apr 30
- Participated in NSF STEM Success Academy meetings to discuss semester progress, review and modify required paperwork, assist with NOE calculations, and determine next steps, Apr 28 to May 1
- Communicated with MS department chairs to assist with a variety of concerns related to faculty, student, and lab curriculum, Apr 27 to May 1

DEPARTMENT/PROGRAM REPORTS:

Biology

- Attended Grant NOEs Virtual Meeting by Dalina Medina, Apr 28
- Attended Work Safe for Science Labs by Dr. Cortez, Apr 28
- Attended A&P Section Outline & CLO Meeting Blackboard Resource Page by Suleyman Tufa, Apr 29
- Attended Return to Campus Action Plan Meeting by Carlos Gonzalez, Apr 30
- Attended MS Chairs Student Success Meeting by Dr. Cortez, Apr 30

Computer Science

- Participated in JFF Community College Webinar: Employer Engagement; Computer Science Dual Credit & Adjunct PLO Meeting, Apr 27
- Attended Board Meeting, Apr 28
- Participated in Academic Coach and Student Success Specialist Meeting; JFF Google IT Budget Review Meeting, Apr 30
- Participated in MS Chairs Meeting, Apr 30

Developmental Math

- Attended meeting with leadership over reducing Fall sections, Apr 27
- Attended MS Chairs Student Success Meeting at 2PM, Apr 30

Physical Science

- Inspected V Building Chemistry lab and G Building Physics and Engineering labs along with the Physics laboratory coordinator to evaluate the feasibility of summer hybrid lab offerings, Apr 28
- Reviewed the master shell of University Physics course master shell and discussed the recommendations with the faculty author, Apr 28
- Met with the department secretaries and the lab coordinator to review the DISCORD tutoring module setup and the DISCORD student guide, Apr 28
- Attended Work Safe Measures meeting, met with the chemistry faculty and biology chair and discussed about the work safety measures for chemistry, biology labs, Apr 28
- Met with physics faculty to discuss the curriculum for online labs for summer sections, Apr 29
- Attended Cengage meeting with the publisher representative and the geology faculty, discussed about historical geology textbook option for fall adaption, Apr 29
- Attended MS Chairs and student success meeting, agenda items included Chairs Summer and Fall Schedule, Return to Campus, Student Success Specialist Student Contact Logs and Updates, Apr 30
- Organized a meeting with physics faculty to discuss the sources for online labs for summer sections, Apr 30

UNIVERSITY RELATIONS:

- Coordinated college virtual information sessions with institutional partners, Apr 27-May 1
- Participated in various meetings throughout the week with Assistant Deans, and Division staff, Apr 27 – May 1
- Attended the McAllen Talk with John Cornyn, Apr 30
- Attended a webinar sponsored by Inside Higher Ed on "Responding to the COVID-19 Crisis, Part II: A New Survey of College and University Presidents." Apr 30
- College Virtual Sessions Visits This Week:
    - Texas A&M San Antonio (5 sessions)
    - Stephen F. Austin State University
    - University of Texas Rio Grande Valley (2 sessions)
    - Texas A&M University College of Nursing
    - Bellevue University (2 sessions)
    - University of Houston- Main Campus
    - Grand Canyon University
    - Wayland Baptist University
    - Adams State University
    - Sam Houston State University - Admissions Counselor
    - Western Governors University
- University of Texas at San Antonio

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH

DIVISION DEAN'S REPORT:

- Attended the It's All About the "CLNA" webinar regarding changes in Perkins V, funding update, and specific elements of the CLNA, Apr 1
- Completed and submitted KCCF personal activity report to the GDMC Office
- Attended ADN Leadership Meeting, Apr 2
- Attended online meeting with the VPAA, Apr 3 & Apr 13
- Held online meeting with NAH Division chairs to discuss the transition to online teaching, summer classes, and waiving admission criteria due to COVID-19, Apr 6
- Attended meeting with ADN chair and co-chair regarding the Accreditation Commission for Education in Nursing, Apr 6
- Followed up on Carl Perkins Grant
- Met with NAH project manager to discuss the KNAPP Grant, Apr 14
- Held online meeting with NAH Division chairs to discuss Summer and Fall 2020 enrollment, faculty extension contracts, summer and fall special assignments, and cabinet meeting updates, Apr 15

- Attended Why College Will Soon Be About Credegrees live webcast, Apr 15
- Attended Admissions Committee Meeting to discuss the NAH Division's request to temporarily waive/modify the selection requirements for certain programs, Apr 15
- Participated in round table discussion hosted by the Knapp Community Care Foundation showcasing projects related to battling against diabetes and obesity, Apr 16
- Attended COVID-19 and Nursing Education in Texas webinar presented by the Texas Board of Nursing, Apr 17
- Attended Student Success: Everyone's Responsibility live webcast, Apr 21
- Held online meeting with NAH Division chairs to discuss Summer 2020 classes and registration, plan for Fall 2020 classes and registration, and cabinet meeting updates, Apr 22
- Held online meeting with NAH Division staff to discuss Summer and Fall 2020 registration, plans for new academic year, and cabinet meeting updates, Apr 23
- Attended The New Accessibility: Students With Disabilities and Access to Technology live webcast, Apr 23
- Held meeting with chairs for Pharmacy Technology, DID, and MAT to discuss the NAH safety return plan, needed support services, and screening/questionnaire form, Apr 24
- Attended The Great (Forced) Migration to Remote Learning: A Survey of Instructors and Campus Leaders live webcast, Apr 24
- Attended Remote Nursing Skills and Care Plans/Note Taking webinar, Apr 28
- Attended online meeting with VPAA to discuss technical program labs, academic continuity policy, summers sessions, campus reopening, and work reductions, Apr 28
- Held online meeting with NAH Division chairs to discuss labs, summer sessions, campus reopening, work reductions, requisitions, and summer clinicals, Apr 29
- Held online meeting with NAH Division faculty secretaries to discuss summer registration, campus reopening, work reductions, requisitions, NAH library, and CLE labs, Apr 29
- Finalized IE Plan

DEPARTMENT/PROGRAM REPORTS:

Bachelor of Science in Nursing

- In line with the COVID-19 directives and due to the fact that all of our students are working registered nurses, the faculty and Program Chair, streamlined assignments of two concurrent courses so as not to overwhelm the students. All of the students expressed their gratitude for the College's strong intent to help them succeed in their courses during the pandemic
- Synchronous Blackboard Collaborate sessions were held for all NURS courses that were both attended by all the students with minor technical issues that were resolved during the course of the sessions
- Students prepared for the last week of classes which will occur via synchronous Blackboard collaborate sessions wherein students will present their group projects and individual research papers
- Department welcomed it's new BSN Academic Coach, Claudia Camacho, on board and was introduced to faculty and current students in the program, Apr 20
- Academic coach established contact with current students for their summer and fall registration
- Academic coach e-mailed prospective students composed of previous graduates of the ADN Program to inform them of the RN-to-BSN Program; currently she has 34 interested students who will be submitting their applications for Spring 2021 admission
- Academic coach and chair met to draw plans for student recruitment, public information and advertisement of the program, information and advising sessions, and proposal for career pathway to identify and monitor students from College Success for Healthcare classes to the PTCA – VN – ADN Programs to proceed to the BSN Program in a smooth, seamless transition; Apr 22
- Chair is in the process of preparing course syllabi and streamlining all assignments for summer sessions

Diagnostic Imaging Department

- Department purchased graduation pins for the second-level students in preparation for a virtual farewell celebration in May
- Full-time and adjunct faculty successfully transitioned to online instruction and adopted a variety of new virtual teaching techniques to enhance student learning
- Completed development of the RADT Program's first online application for the Fall 2020 application cycle
- Worked on registrations of all DMS and RADT students for the Summer 2020 session
- Transitioned to hosting weekly virtual DMS and RADT Program Information Sessions via Zoom

Occupational Therapy Assistant

- Chair attended the Texas Occupational Therapy Association Alamo South District board meeting, Apr 28
- Attendance at PC meetings, April 6, April 22, April 29
- Attendance at Council of Chairs Meeting April 7
- Chair completed the OTA Program IE Plan
- Department completed work on the program application and posted it to the program's webpage
- Conducted virtual mock interviews with OTHA 2330 students. Invited five OTA graduates to act as job interviewers to give students the experience of a professional job interview
- Reached out to MHSM Program to OTHA 2330 students to encourage enrollment in program after graduation from the OTA Program

Patient Care Assistant

- Converted from hands-on labs and clinicals to 100% online and kept the majority of students and faculty

Pharmacy Technology

- Pharmacy Technology Clinical Educator finalized all practicum evaluation documents and identified sites for students attending the summer semesters
- Chair worked on realigning the PTA Handbook with the NAH Division Handbook format and content, Apr 1
- Chair completed online training for Zoom, Apr 2
- Chair submitted academic calendar comments to Christina Cavazos for Academic Calendar Committee, Apr 3
- Chair submitted contingency plan for Spring 2020 and Fall 2020 to NAH Dean and ASHP/ACPE
- Chair completed online training for MS Teams, Apr 5
- Chair coordinated with staff to train on and evaluate Starfish to determine if it exceeds the functionality of an existing program to schedule student appointments and facilitate communication, Apr 8
- Chair proposed the development of NAH Division social media pages to the Dean, Apr 22
- Chair attended Spring 2020 Safety Plan Approval meeting via MS Teams, Apr 24
- Held department online meeting with faculty and staff to discuss implementation of safety plan, Apr 24
- Chair requested updates for the NAH Division Handbook from NAH Program Chairs
- Chair held online meeting with staff from PR and Student Success to discuss development of NAH Social Media pages, particularly Facebook and Instagram, Apr 28

Physical Therapist Assistant

- PTA Program honored Mari Ponce-Vargas in a "virtual" celebration, for her 21 years of service as our faculty secretary, Apr 3
- In an effort to encourage interest and engagement from the community and potential applicants, the PTA Program designed and launched a total of 10 social media posts in the month of April. One notable post was listed on April 23 announcing the Program opened a second section of the pre-requisite Intro to PT course. The course was filled within 24 hours after being announced on social media. The program has 544 Instagram followers and 434 Facebook followers

- Graduating seniors participated in guest lecture events with:
  - Amy Carter, Chief Investigator for the Executive Council of Physical Therapy and Occupational Therapy Examiners
  - Joseph Ruiz, PTA c/o 2019 spoke about Telemedicine and recent state and national changes affecting the delivery of physical therapy.
- Faculty member, Arlene Garcia, attended PTA Special Interest Group webinar: "Virtual Skills Assessment: Meeting the curricular needs to keep teaching," with Dr. Leona Hidalgo, PT, DPT, EdD, Assistant Professor – DPT Program University of St. Augustine for Health Sciences. During the next weekly Department meeting, Ms. Garcia shared valuable information gained which guided PTA Program department planning efforts for development of a quality online laboratory transition

- The program initiated comprehensive procedures for one on one online assessment of lab skills in which students enlisted the assistance of family members for practice and demonstration
- All graduating seniors passed the STC PTA Program Exit Exam on their first attempt and began the registration process for the National Licensure Exam in July, Apr 8

- All faculty participated in a zoom PTA Educator Update from CAPTE with Ellen Price, PTA Lead Specialist for Accreditation, Apr 9
- ACCE initiated OPOD Online Teaching Certification training
- Jack Ruelas, OTR, AFWC provided a guest speaker presentation on "Cultural Awareness and Outcomes in Healthcare" for students enrolled in the pre-requisite course, Introduction to PT, Apr 20
- Celania Calderon, PTA Class of 2015, provided an on-line presentation to Level I students on Aquatic physical therapy. Ms. Calderon has several years of experience in the aquatics setting and was able to provide excellent first-hand experience regarding the properties of water and benefit to patients, common diagnoses seen, exercise options, and equipment variations, Apr 28
- The Challenged Sportsmen of America Organization notified the PTA Program that they would be offering the 2nd Annual George Grams Memorial Scholarship to one of this year's graduating seniors. Scholarship applications were disseminated with a deadline of May 4th. The winner will be announced in May. This scholarship is designed to assist graduates with initial licensure expenses
- Level I students participated in the annual instructional unit - Therapeutic Exercise for the Obstetric Patient. During the 4-hour session, students simulated pregnancy by placing pillows, basketballs, stuffed animals, etc. under their clothing to increase their awareness of some of the physical changes and challenges experienced by pregnant women, Apr 29

- Faculty member, Sharlene Polvado, initiated the first formal on-line lab practical exam for the PTA Program. Ms. Polvado utilized special ultrasound and thermal agent equipment on-campus while students logged on remotely to provide patient education and verbal instructions to simulate a treatment, followed by submission of documentation and billing forms. LP exams were completed virtually in a 1:1 environment and performed across three days, Apr 29
- Level II seniors began on-line interviews of program alumni for development of video presentations to be utilized in lieu of PTA 2020 applicant volunteer experiences. A total of eight interviews will be conducted, followed by the development of 30-minute videos with closed captioning. Interviews were assigned as an innovative Capstone project to support stated CLO's, Apr 30

Vocational Nursing

- Faculty pursued online certifications
- Faculty updated the VN Student Handbook
- Staff updated the department's webpage; uploaded the revised VN Student Handbook
- Faculty attended Elsevier webinars to keep current on best practices for online teaching
- Staff worked on faculty schedules for the upcoming summer sessions
- Staff worked on creating office procedures

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS

COMMUNITY ENGAGEMENT:

- Mr. Montez was involved with many outside organizations and local school districts.
  - Performed evaluation for Weslaco Area Chamber CEO as part of Executive Board member duties, Apr. 10.
  - Attended Virtual Chamber of Commerce Executive Board Meeting, Apr. 21.
  - Set up meeting with RGV Food Bank for delivery for STC Student Food Pantry, Apr. 21.
  - Received food from RGV Food Bank, Apr. 22.
  - Reviewed City of Weslaco Work Safe Plan for Submission, Apr. 24.
  - Student Activities distributed food to students by appointment, various dates.

ENROLLMENT ACTIVITIES:

- Mr. Montez was involved in many activities in preparation for campus return.
  - Assisted several students with various registration, add/drop, financial aid, course/instructor, various dates.
  - Reviewed course schedules for MV for Summer I and II, Apr. 10.
  - Reviewed student enrollment reports, Apr. 14.
  - Submitted Welding Lab Proposal for return of students during final weeks of Spring 2020.

- Submitted revised version of MV Welding Shop proposal for Spring and Summer 2020, Apr. 24.
- Met with EDC Weslaco to discuss possible online internships for STC Students, Apr. 27.

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR COUNTY CAMPUS

CAMPUS AND COMMUNITY ENGAGEMENT:

- Attended Starr County online business meeting by congressman
- Departmental online meetings on updates on the campus
- Watched various video trainings
- Received updates on campus workorders
- Coordinated with Starr County community coalition for next meeting

ENROLLMENT ACTIVITIES:

- Mail out to all May 2020 HS graduates to "register now fall 2020"
- Prepared roster & Businesses in Starr County for mailouts
- Prepared mailouts to community "open business" South Texas College
- Enrolled current students in Summer/Fall2020

DR. RACHEL SALE
DEAN – DISTANCE LEARNING

DEAN'S REPORT:

- Implemented sitewide plans for Blackboard to accommodate Summer 1 classes to be fully online including Dual Credit courses.
- Planned a rolling-enrollment, cohort-based series of professional development to accommodate Academic Continuity and Online Teaching Certifications. Developed new content for each class. To date, 6 cohorts have launched.
- Met with OPOD trainers and developed a system for OPOD to monitor an online asynchronous LMS Fundamentals Certification course.
- Met with Blackboard representatives to discuss online storage limits and renew costs. Renegotiated the terms for renewal of the Afterhours Helpdesk Services for the next 16 months. Submitted appropriate paperwork for requisition processing.
- Researched and developed a proposal to revise our storage process for faculty videos. Using available storage in our Office 365 experience, we can save over $350,000 in Blackboard storage fees for the next academic year.
- Began planning with OPOD for a College-wide training program to supplement the new video storage plan.
- Met with Ed. Technologies and the Bookstore manager to discuss making hotspots available for students to purchase with financial aid funds.
- Met and discussed recruiting options with PeopleGrove.com. Referred their proposal to VP Hebbard for consideration.
- Conducted a Status Review meeting with DL Instructional Designers to plan grading April Academic Continuity and Online Teaching Certifications. Monitored progress daily for the month.
- Met with the Counseling Department to discuss the interactions of our Accessibility Specialists. The Distance Learning Accessibility Specialist is involved with Online Teaching Certification, so the Ed Tech Accessibility Specialist will provide services to the counselors.
- Participated in IE planning meetings with Bradley Davis.
- Held a video meeting with the curriculum manager for the Prime Power School at Ft Leonard Wood.
- Submitted transcripts from the Prime Power School (Ft. Wood) to the Engineering PC for initial transfer evaluation.
- Met with Maria Salias to discuss expanding the Adobe Educators Program across the College.
- Revised reporting for faculty professional development to meet the needs of Academic Affairs

- Met with Director Pena to create a project workflow to update the Blackboard landing page for summer semesters.
- Finalized hiring decisions for the Helpdesk Specialists and the Coordinator of DL Technologies
- Met with Dr. Nadingam, Engineering, to explore adding the AS in Engineering to the TXDot contract
- Met with Dr. Plummer to discuss TXDot contract implementation and to add the AS in Engineering to the contract options
- Organized Blackboard Collaborate training sessions for Suddenly Online faclty
- Developed Model Course access for the Political Science department.
- Created a project to remove 296 Distance Learning video file storage from the Ed Tech Ensemble storage area.
- Delayed Blackboard Recertification Courses to allow for large enrollments into the Online Teaching Certification.
- Revised learning objectives for LMS Certification, Academic Continuity Certification and Online Teaching Certification.
- Volunteered 3 times at the STC Student Food Bank events
- Created a Project to identify and maintain Accessibility for all 312 identified ADA students

DIRECTOR'S REPORT:

- Status Report for Division Deans
  - Continue working on developing status report as to number of online faculty who have completed their online certification. Updated list provided to Deans for awareness of faculty who need to complete their certification.
- Trained 12 faculty program chairs from the division of Math, Science and Bachelor Programs with Blackboard Analytics reports, Learn Reports, Gradebook Center (Weighted Columns, External Column, Color Schema), Final Grade Submission, Pronto, How to Download Blackboard Collaborate records and save them on One Drive, Zoom and Microsoft Teams.
- Created Distance Learning Resources and Documentation to share with CLE, Librarians for additional support with DL phone calls.
- Generating faculty report through Pyramid to give me results by department for faculty content and accesses to each course within Blackboard.
- Trained chair faculty for the Developmental Math, and Arts on Blackboard Analytics, Apr 3.
- Completed formstack form for requesting peer mentors in Blackboard, Apr 6.
- Provided data on all Distance Learning Help Desk to the VP of Academic Affairs as requested by day, and previous months, Apr 6.
- Developed a new Faculty Certified Training list for all divisions, Apr 7.
- Updated Accessibility, FERPA and Virtual Learning, Best Practices for Zoom Video Conferencing in website and Blackboard, Apr 7.
- Trained Dean and Assisting Dean for Math, Science and Bachelors Program on Blackboard Grade Center, Apr 9.
- Collected, revised and updated all WFH forms from all DL Staff and submitted to HR, April 7, 14, 21, 28.
- Manually added the 5 part time staff hours into TimeClock admin system for all days worked from home.
- Facilitated tasks of hiring committee for Coordinator of Distance Learning Technology
- Met with hiring committee for Helpdesk Specialist to review 13 applicants and select to interview.
- Contacted Softchalk representative to get new invoice for 2 users instead of 30.
- Schedule, called, and emailed candidates regarding interviews for 6 selected applicants for Helpdesk Specialist position.
- Develop and updated interview questions for Helpdesk Specialist position.
- Organize and interviewed all day interviews Monday, April 20 for Helpdesk Specialist position.
- Develop and organize Zoom sessions times for each selected candidate for Helpdesk Specialist position.
- Develop a Pyramid report for the English Program chair to view his instructor accesses in Blackboard for their assigned courses.
- Created and updated Recommendation Letter for Coordinator of Distance Learning Technologies and Helpdesk Specialist.
- Worked on Faculty Count List to check for accuracy for all adjuncts.
- Created new pyramid report in order to check how many accesses and time spent in each section by department.
- Provided the Biology department Program Chair a report of accesses and time spent for her faculty.

- Assisted Interim VP of Academic Affairs with updated Distance Learning department training by training status by division and faculty type.
- Created the schedule Zoom meetings for all 3 applicants for 2nd interview with the Dean of Distance Learning (2 for Coordinator position and 1 for Helpdesk Specialist) and email the logistics of the 2nd interview to all applicants.
- Updated Distance Learning Faculty certified list requested by Interim VP of Academic Affairs.
- Contacted Blackboard for exceeding storage in the learning management system.
- Provided Medical Assistant Technology Program chair a report for her faculty accesses in the learning management system.
- Created report of list of all summer courses with assigned instructor and added if instructor was currently enrolled OTC or Completed OTC.
- Created overtime report for month of March and April from TimeClock system.
- Create report for minimester M0 sessions in order extend end date for May 24 for access in Blackboard.
- Manually extended date for all sections in M0 session in Blackboard.
- Met with Sr. Client Success Manager from Blackboard in regards best practices and resources for reducing STC Storage in Blackboard and archiving.
- Created a message/announcement for faculty about archiving two weeks after finals week and instructors need to archive if needed in order to improve on the storage with the learning management system.
- Assisted Dean of Math, Science and Bachelor Programs with Blackboard Collaborate session for all bachelor program student meeting.

PROJECTS:

- Course Development
  - Distance Learning develop new in-house training for Online Teaching Certification.
  - Distance Learning develop new Academic Continuity Training also known as Blackboard Certification.
- First Time Online Student Orientation
  - Distance Learning staff enrolled 16,000 dual credit students in the Bb Student Orientation.
    - 4,655 dual credit students passed the Bb Student Orientation and 7,317 DC students did not accessed the Bb Student Orientation.
- Learning Management System (LMS) Implementation
  - Created additional LTI for Zoom content link inside Blackboard.
  - Created EesySoft Message for all students regarding Student Feedback.
  - In collaboration with IS&P, integrated Microsoft Teams for Blackboard through LTI and API configurations.
    - Created two placements inside the Learning Management System to access Microsoft Teams through Course Tools and Build Content.
  - Collaborated with IS&P to verify services for ILP were re-established correctly to pick up student enrollment.
  - Created Interpreter guest course role and Peer Mentor teaching assistant role within the Learning Management System.
  - Collaborated with IS&P to verify integration using ILP was working successfully by running feed files for enrollments.
  - Requested system report from Blackboard to check all 5 current servers with capacity and load, Apr 3.
  - Populated student enrollment for term 202020 through ILP integration, Apr 3.
  - Re-establish all API and LTI connections for Pronto Instant Messenger, Apr 7.
  - Requested Blackboard to increase server capacity and resizing based on the FTE to avoid downtime on the LMS, Apr 7.
  - Created embedded YouTube video message through Eesysoft to all student roles in Blackboard regarding the CLE tutoring services for students. Message will appear for the next 2 weeks, Apr 13.
  - Blackboard short outage that caused the Box inline grading not functional.
  - Met with Pronto's Service Delivery Manager regarding updates needed to the LTI for syncing process with Blackboard, April 20.
  - Created Blackboard announcement for all students with information about CLE Available April 22 through Eesysoft popup message.
  - Started removing all Orphan Content from learning management system which are more than 30,000 files.
  - Reduce the amount of automatic archiving days from 720 days to 60 days of backup storage in the learning management system.

- Troubleshoot error with orphan content not deleting from learning management system.
- Troubleshoot issue with error on courses that need to be deleted from Blackboard.

- Multimedia Support
  - Distance Learning staff worked on Ensemble Video Storage project, Apr 24.
  - Set up workflow for the Ensemble Video Storage project, Apr 27.
- Accessibility
  - Activate 420 courses with Blackboard Ally in order to check accessibility in Blackboard courses.
- Starfish
  - Distance Learning staff follow up with students that were flagged in Starfish for no initial Blackboard log in to their online course by phone call and/or email.
  - Met with Starfish admin to address issue with Blackboard grades settings displaying in Starfish for students.
- Kayako Helpdesk Application
  - Closed more than 200 solved tickets in the application.
  - Pending training staff to closed solved tickets when completed.
  - Created 17 staff accounts in Kayako for College Connection department in order to assist with JagChat from home.
  - Troubleshoot Kayako admin on emails not going through the system regarding the size limited. Extended the size limited to allow through larger files.

DISTANCE LEARNING TECHNOLOGIES:

- **Distance Learning Helpdesk**
  - Numbers for the month
    - Students/Faculty Chats: 162
    - Students/Faculty Tickets: 781
    - Helpdesk Phone Calls from DL Staff: 200
    - Helpdesk Phone Calls from CLE Staff 840
    - Afterhours Students/Faculty Chats: 56
    - Afterhours Helpdesk Calls: 126
    - **Total: 2,165**

- **Trainings/Workshops/Professional Development**
  - Trainings
    - Distance Learning staff certified 282 faculty/staff with LMS Fundamentals.
    - Distance Learning staff certified 91 faculty/staff with Academic Continuity Certification also known as Blackboard Certification.
    - Distance Learning staff certified 13 faculty/staff faculty with Online Teaching Certification.
    - Distance Learning staff trained faculty with Blackboard Collaborate Essentials.

- **Student Success Activities:**

Type of Service	Number of Students
General Advising:	61
Telephone Contacts:	27
Virtual Campus Advising Email:	563
Radius Inquiries:	225
Starfish Emails/Phone Calls:	359
Drop Students from Courses:	68
Register Students:	15
Email Reminders:	4,315
Total:	***5,633***

DISTANCE LEARNING MEETINGS:

- Held department meeting to discuss department updates, April 8, 27.
- Attended Microsoft Teams training to assist with questions with Blackboard Integration, Apr 6.

- Assisted faculty with Pronto, Blackboard Collaborate, One Drive, Zoom and Microsoft Teams, Apr 6.
- Met with staff from OPOD in regarding facilitating DL training, Apr 6.
- Met with Dean of Distance Learning and Project Manager from Academic Affairs regarding DL Move/Setup request, Apr 28

ACADEMIC EXCELLENCE PROGRAMS

VALLEY SCHOLARS PROGRAM:

- **Fundraising** – Mailed first Sponsorship Brochure and renewal letters for the 15th Annual A Night with the Stars. Finalized venue and submitted deposit for 15th Annual ANWTS. Submitted online applications for sponsorships to ANWTS. End of April donation totals for 15th Annual ANWTS: Pledged – $5,400. Requested list of vendors, contractors, engineers, and architects in preparations of second Sponsorship Request Brochure mailout.
- **Retention** – Answered emails and phone calls for Valley Scholars with questions about funding for summer classes and graduation; Bachelor Program students with questions about mentoring requirements.
- **Recruitment** – Reviewed Valley Scholars Applications. Finalized the acceptance letter for Class 24 of the Valley Scholars Program. Answered emails and phone calls about the Valley Scholars Program for students interested in applying
- **Administrative** – Processed updates to Valley Scholars and ANWTS websites, Marketplace, and VS Application. Provided an update on funds available in Valley Scholars Program accounts with projections of expenses for FY 21. Requested funds to be transferred from fundraising to scholarship account. Completed preparations for first mailout of Sponsorship Brochure including, preparation of sponsor checklist, mail merge list and labels, and city chamber lists. Updated Valley Scholars points system.

PHI THETA KAPPA:

- **Recruitment** – Answered emails and phone calls from students interested in joining Phi Theta Kappa. Sent emails to students invited to join PTK as a follow up to letters mailed in February**.**
- **Retention** – Sent email about PTK International scholarship opportunities to all students in good standing with the Beta Epsilon Mu chapter of Phi Theta Kappa.
- **Administrative** – Coordinated with IT to gain access to PTK email mailbox.

DR. MARICELA SILVA
ACADEMIC GRANTS AND PROJECTS OFFICER

GRANTS:

- Perkins
  - Met with Grants office to review and discuss Perkins Biannual report;
  - Followed up with Deans regarding questions brought up by the Grants office during the meeting;
  - Planning for the new Perkins funding year will begin soon. The Grants office would like us to start preparing by conducting a Comprehensive Local Needs Assessment (CLNA), which will be required for the application/funding;
  - Follow-up emails were sent to Deans/Program Chairs regarding Perkins reporting, data collection, and revised strategies to address current COVID-19 situation/closure of campuses and student access to equipment;
  - Updated the Perkins Biannual report, based on responses from Deans and/or Chairs; the Biannual Report was submitted to the Grants office by the internal deadline (April 24th);
  - Participated in the Perkins Basic Grant: CLNA Q&A meeting, which was scheduled by the Grants office on Thursday, April 30th.
- CAEL 360 Grant
  - Due to COVID-19 safety concerns, the Grantor approved our request to extend dates for focus groups and expediting use of funds;
  - Grantor provided technical assistance to support the Marketing department and other areas, which may wish to participate, in order to address the low enrollment concerns;
  - Grantor advised that there is additional funding available and will be extending the project allowing for support for a 4th year of data collection.

- Reviewed Agenda for CAEL 360 Marketing/Technical support workshop scheduled for April 24th; participated in the Marketing training; a follow-up training (Part 2) is scheduled for Friday, May 1st;
- Participated in a follow-up Adult Learner Enrollment Activity (internal) meeting on April 29th to discuss status, strategies, and next-steps.

MEETINGS:

- Participated in the following webinars/virtual meetings:
  - Leadership McAllen monthly meeting;
  - How do Credegrees Fit into the Future of Higher Ed?
  - Competition: Masterclass 3
  - Participated in Zoom conference with grants and Pathways Project lead and co-lead. A presentation/discussion regarding pathways was provided to the Grants office, per their request. The information, according to the Grants office, is need for planning for Perkins Basic grant planning.
- Participated in Brustein & Manasevit webinar: "*It's all about CLNA*" (Comprehensive Local Needs Assessment)
  - The session aligned with the training that was going to be provided at the April 1st, TACTE pre-conference session. Topics included:
  - Major changes in Perkins V;
  - The specific elements of the CLNA;
  - The renewed focus on special populations, including changes to civil rights monitoring under the MOA; and
  - A funding update with remarks on supplanting due to the expected reduction in state and local funds.
  - The speakers also presented on recent legislative developments in Washington with regards to COVID-19.
- THECB Webinar: "*TSI/TSIA Related Issues/Questions Webinar #2*" **t**opics included:
  - Examity and ProctorU remote proctoring services have been approved and will launch April 17th; with full capacity by May 1st
  - WebEx, GoToMetting and Zoom chat have been approved for TSIA test administration for school districts and higher education institutions;
  - Test administrators using remote proctoring to administer TSIA exams must be in compliance with the following:
    - Be TSIA certified test proctors;
    - Maximum of five years of proctoring;
    - Adhere to all ACTA test certification requirements;
    - Adhere to security and other practices outlines in the TSIA/Accuplacer test platform.

ONGOING PROJECTS & ACTIVITIES:

- Starfish:
  - Participated in Hobsons monthly check-in call to discuss challenges, creating new “Raise My Hand” flags, and integration of Bb and Starfish – why grades columns are appearing on Starfish – how can we change those, and strategies for addressing COVID-19.
  - Successfully updated Starfish system announcement to include information about COVID-19, city public hotspots for students/employees’ use during the Shelter at Home, and links to student resources (i.e. Advising, Tutoring, etc.).
  - Worked on Starfish Progress Survey Report for Starr Campus, and on Starfish Progress Survey Report by Division/Programs. The reports were sent to respective Administrators and/or Deans so that Specialists can contact students who have been flagged and provide interventions.
  - Successfully created Starfish permissions to provide access to newly hired NAH Specialist and CLE staff, and updated Starfish announcement to include new CLE support link.
  - Ongoing communication with Hobsons representative to ensure all technical issues are addressed in a timely manner during the Shelter at Home.
  - Successfully created an "I need help with tutoring" flag for students to raise when needing assistance from CLE.
  - Provided virtual Starfish training to the CLE Department.
  - Contacted Counseling department to discuss creating Starfish links to counseling and disability services.
  - Provided ongoing Starfish Technical support to faculty/staff.

YOLONDA JARAMILLO
PROJECT DIRECTOR – TITLE V HSI & DHSI GRANTS

TITLE V GRANT & PROJECTS:

COMPONENT 1
ACTIVE LEARNING CLASSROOMS/TRAINING ROOMS

- Developed ALC Scheduling and Inventory Manual

FOCUS ACADEMY

- Facilitated Spark Online Course and graded assignments
- Provided support for Spark Online faculty to use technology tools in online course
- Met with Instructional Coach and Associate Dean of OPOD to discuss status of FOCUS Academy and Spark projects

COMPONENT 2 - REDESIGN AND EXPANSION OF FACULTY ADVISING

- Attended the QEP Implementation meeting to discuss next steps on the QEP project and provide feedback on Student-Advisor Learning Outcomes and other topics
- Continued to work on book club project in conjunction with researching for topics in Faculty Advising to create future workshops
- Met with Faculty Advising Coordinator on the status of project, DegreeWorks documentation, and areas of needed support

COMPONENT 4 - FINANCIAL LITERACY

- Facilitated Financial Literacy meeting with Coordinator and GDMC Officer to review work from home time and effort reporting, communication expectations, status of projects, and revised timeline for pending activities
- Trained Coordinator on the use of Microsoft Teams and OneDrive for communication, meetings and documentation
- Communicated deadline and project revisions to Financial Literacy Trainers. Reviewed developed online modules
- Redesigned online module content into Articulate 360 Storyline and Rise applications

MANAGEMENT/COMPLIANCE

- Provided Work from Home Activity Report (WFHAR) documentation guidelines to staff
- Met with staff regularly to discuss project status and provide support as needed
- Participated in COVID-19 Briefing for Higher Education Stakeholders hosted by the US Department of Education
- Collaborated with HR to complete Exit/Clearance documentation for resigning staff member, HSI Grant Specialist
- Collaborated with Accounting to correct mass punch timecard entries for staff who worked on campus
- Submitted COVID-19 Grant Activity Status Report to GDMC
- Attended online Board meetings to keep abreast of COVID-19 developments

DR. CHRISTOPHER NELSON
INTERIM ADMINISTRATOR – CURRICULUM & STUDENT LEARNING

CURRICULUM & STUDENT LEARNING MANAGER'S REPORT:

- Compiled the feedback received for the proposed AY21-22 Academic Calendar. Provided a summarized email to the Interim Vice President for Academic Affairs and Interim Curriculum & Student Learning Administrator outlining the major points and requesting feedback and approval to apply changes to the draft calendar.
- Worked on the Faculty Handbook updates for the AY20-21 draft; sections completed include "Degree and Certificate Offerings for 2020-2021" and review of the write-ups for CWCC, Division and Advisory Committees, and Final Exam Schedules.
- Updated AY22 Academic Calendar draft with proposed changes and emailed, along with collected feedback, to CSL Administrator for disbursement to committee members for voting.
- Worked on the Summer I/III and Summer II online conversion report. Calculated how many online sections would be needed to accommodate the capacity for online students, and mapping the old CRNs to new CRNs so Admissions would be able to mass transfer the students.

- Revised the dual credit summer section report, at the request of the VPAA.
- Assessed report for Faculty Load and Compensation for the upcoming pay period to review for errors in job effective dates and position numbers.
- Created CBE master syllabi templates for courses scheduled for offering in the Summer that were not offered in Spring 2020.
- Reviewed reports and compiled a table for enrollment counts for Summer 2019 and Summer 2020, as per the VPAA's request.
- Updated the Spring 2020 Course Evaluation tracking spreadsheet to modify evaluation periods for remaining minimesters.
- Course Evaluations - completed the initial uploads for the M3/N3 sessions. Updated student/instructor emails sent out through SmartEval system due to outdated text and formatting issues. Completed initial upload and email notification for the N13/K2 sessions. Completed the N4 drop upload and sent email reminders for M3/M0.
- Compiled and provided a CTE list with award title changes and sunset awards to the Grant Management & Compliance Officer.
- Updated the Texas Common Course Numbering System website with changes to the transferable courses for AY21.
- Completed the Summer Course Evaluation draft scheduled.

CURRICULUM & SCHEDULING COORDINATOR'S REPORT:

- Compiled and reviewed course evaluation upload for the Spring 2020 full term session due to the start of the evaluation period
- 2020-2021 Program Chair Audit review
- Finalized the Spring 2021 session calendar. Proposed session calendar was sent to Financial Aid Office for review to ensure dates follow federal aid guidelines
- Recreated the TCCNS spreadsheet to include all new and inactive courses that require reporting to TCCNS database
- Spring 2021 Sessions for 7 Weeks, fully online format offering and use of K sessions with ORGL, TMGT, and MHSM Programming

ACADEMIC ASSESSMENT DIRECTOR'S REPORT:

- Reviewed completed 2020-2023 Program Learning Outcome Assessment Plans
- Drafted and Completed Core Objective Assessment Plan redesign for CT, COMM, ESQ, PR, SR and TW
- Participated in Assessment Collaboration Meeting with Alamo College, Dallas Community College and Texas A&M representatives
- Participated in U.S. Department of Education COVID-19 Conference and reviewed SACSCOC Flexibilities Policy regarding COVID-19
- Followed up with GDMC regarding Perkins Grant CLNA requirement, and ACE-IT Principal Investigator on ePortfolio research status
- Participated in COVID-19 Briefing for Higher Education Stakeholders hosted by the Department of Education
- Reviewed data for JagPRIDE migration test site that is scheduled to open for Spring 2020 data submission on Friday, August 24, 2020. Oversaw and emulated Faculty member and Program Chairs for accuracy and functionality with aligned courses for PLOs and COs
- Drafted preliminary timeline for PLO and Core Objective Assessment Plans; improvement plans, revisions and options
- Reviewed Assessment Plans that were drafted by Learning Outcomes Specialist
- Contacted BPST to discuss possible roll out of new assessment plans and curriculum maps for the division
- Participated in CampusLabs- virtual meeting and demo for assessment management platform suite of applications
- Drafted Communication Skills - Oral rubric with revised template format
- Researched improvement plan resources to begin draft of faculty and chair resource guide

DR. REBECCA DE LEON
DEAN – DUAL CREDIT PROGRAMS & HIGH SCHOOL DISTRICT PARTNERSHIPS

DEAN'S REPORT:

- Dean presented Dual Credit Program updates during a CTE Directors Networking Zoom Meeting, April 1
- Dual Credit Programs provided the following emails to Partnering School Districts:

Date	Topic
April 3	Student Resources available on Website and Centers for Learning Excellence
April 8	Spring 2020 FAQ regarding online course transition
April 15	Pass/No Pass Procedures and Flyer
April 17	Summer 2020 Updates including Non-S Section Digital Process
April 17	Requirements for Summer Technical course offerings
April 30	Summer 2020 Updates specific to Textbooks/OER options

- Perkins Reserve Academies Specialist conducted Virtual Meeting with PSJA, Hidalgo and Valley View Counselors and Administrators to discuss 2020-2021 Cohort Recruitment, April 17
- Scheduling Manager led review and confirmation of Summer 2020 Dual Credit Programs course requests with a deadline of April 17th for partnering districts. Data reflects requests as of May 5:

Dual Credit Sections			
	Summer I/III	**Summer II**	**Total**
Total	332 sections	51 sections	**383 sections**

- Dual Credit Programs conducted review and final edits for 2020-2021 Dual Credit Programs Memorandum of Understanding for Cabinet review, April 22
- Dual Credit Programs collaborated with Business Office to amend Dual Credit Course Agreements for Spring 2020 to reflect 8 weeks of mileage cost instead of 16 weeks, April 22
- Project Manager conducted review of forty (40) Dual Credit Faculty Fall 2020 hiring in collaboration with Department Chairs, April 23
- Dean collaborated with Grants Officer in submission of the Perkins Reserve Grant Application, April 27
- Dean and Relations Manager collaborated with Public Relations Department on NACEP Official Announcement scheduled for May 1
- **Upcoming Events & Activities for May 2020**
    - Summer 2020 Dual Credit Faculty Blackboard Training
    - Prospective Dual Credit Faculty Interviews to be completed
    - Prepare for Fall 2020 Schedule, Advising, Instructional Plans and Dual Credit Faculty Blackboard Training

ACADEMIES AND HIGH SCHOOL PROJECTS:

- The Dual Enrollment Academy Programs finalized selection of the New Dual Enrollment Academy Program's 2020-2022 Cohorts for the Mid Valley, Pecan, and Starr County Campuses. Recruitment overview:
    - 2,899 interest forms received by incoming juniors
    - 799 applications were created by prospective students
    - 193 Applications were reviewed
- Academy Staff is updating the Program's Student Handbook, New Student/Parent Orientations, electronic Acknowledgement Forms in preparation for development of New 2020-20222 Online Orientation.
- Academy Staff updated the 2020-2022 DEEA and DEMSA Degree Plans due to procedures regarding courses being offered online courses for summer 2020.
- Academy Staff conducted degree audits and Summer 2020 Registration for one hundred forty-three (137) student.
- Academy Staff conducted audit of MCHS Attribute for one hundred forty-three (143) Academy Juniors to ensure proper billing for Summer 2020.
- Academy Staff conducted the following case management sessions:

Location	Case Management Sessions
Pecan Campus	122
Mid-Valley Campus	36

Starr County Campus	18

- Academy Staff coordinated a Zoom Workshop for Dual Enrollment Academy Program Pecan Campus students hosted by Counseling and Disability Services Department, April 24.
- Staff notified partnering TexPREP districts and UTSA of Summer 2020 Program cancellation.
- Staff provided Grant Activity Status Reports to Resource Development, Management and Compliance Department, which included notification of TWC GSMP Grant cancellation and notification of TexPREP cancellation for Summer 2020.
- **Upcoming Events & Activities for May 2020**
    - Confirmation of New 2020-2022 Dual Enrollment Academy Programs Students
    - Development and execution of Online New 2020-2022 Dual Enrollment Academy Program Student/Parent Orientation and Online Acknowledgement Forms.
    - Deployment of Online Academy Program's Senior Exit Survey
    - University and Scholarship Report
    - Degree Audits for one hundred seventy-nine (179) New Dual Enrollment Academy Students

DUAL CREDIT PROGRAMS INSTRUCTIONAL PATHWAYS:

- Staff completed presentational materials for dual credit students transition to online which included PowerPoints and voiceovers for Degree Works, Jagnet Usage, etc.
- Staff participated in Teams and/or Zoom Meetings for monthly High School Leadership Meetings, CCRSM Coach Meetings, and Student Q&A Sessions.
- Staff communicated the May 7th revised Drop Deadline with partnering school districts, April 27.
- Director attended Virtual Call with Student Affairs regarding Dual Credit Student Probation and Suspension process for Summer and Fall 2020, April 28.
- Staff extended scheduling efforts by assessing course requests since courses went to online method. Communication with partnering school districts occurred regarding cancelations concerns which would affect student progress and completion potential.
- Staff worked on the processing of Non-S Section requests forms received from dual credit students seeking approval for Summer and Fall course registration.
- Staff supported and tracked the College's efforts to understand technology capabilities, distribution of laptops and Wi-Fi as well as students access to this technology for each partnering district.
- Staff monitored and conducted degree audits for students specifically reviewing students scheduled to Graduate in May 2020.
- Staff continues to update the Instructional Plans for partnering school districts.
- Upcoming Events & Activities for May 2020
    - Review of Degree Audits for Dual Credit Students
    - Review and update of Instructional Plans for Partnering School Districts
    - Update of Contact Information for Partnering School Districts for Virtual Advising

RELATIONS MANAGER'S REPORT:

- Created and launched the digital NonS Section forms for Summer 2020
- Extracted NonS Section requests on a daily basis – a total of 665 for the month of April 2020
- Created digital forms for Program staff such as the Cybersecurity Application
- Oversaw the collection of edits for updating the 2020-2021 MOU for partnering school districts
- Collaborated with Public Relations to create a "virtual" celebration for the NACEP Accreditation announcement including Spadea, video recording, web development, press release.
- Developed and finalized the EWDC presentation to present the NACEP Accreditation announcement
- Researched and proposed the "Dean's List" Initiative for Dual Credit students
- Led the creation of timeline for proposed Programs Mission, Vision, and Goals Survey
- Designed multiple flyers to be forwarded to Dual Credit students and partnering school districts including Alternative Grade Options, Student FAQs, etc.
- Finalized the CTE Institute student database for Selection Committee to review by set deadline
- Created and has continued to monitor the Dual Credit Faculty PD Trainings list, in collaboration with Distance Learning, before set deadline

- Began planning the 2020 Career Exploration Day in collaboration with Career Services

JESSICA GALLOSO
ASSOCIATE DEAN – PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT

MEETINGS:

- OPOD Team met with LinkedIn Learning Customer Service Manager to discuss roles and permissions of LinkedIn Learning application administrator, April 2
- Associate Dean met with Dean of Distance Learning to discuss potential training on Accessibility, April 6
- Instructional Coach met with Grant Department to discuss FOCUS Academy, April 13
- Associate Dean and Instructional Coach met with Director of Teaching Excellence of University of Texas Rio Grande Valley to discuss coordinating a summer workshop where faculty from both institutions share best practices, April 20
- OPOD Team met with Education Technologies to discuss the May training calendar for professional development, April 22 & 24
- Associate Dean met with Dean of Distance Learning to discuss OPOD facilitation of Spark Online for summer, April 23
- Instructional Coach met with Distance Learning to discuss learning objectives of Online Teaching Certification, April 28 & 30

ACADEMIES AND TRAININGS:

- Spark Online - This fully online professional academy helps faculty apply best practices to their online courses to promote student engagement and improve the quality of the students' learning experience, February 5 – May 8
- Developing Excellence in Learning and Teaching Academy (DELTA) - All new dual credit and adjunct faculty are expected to successfully complete this academy within one semester, April 6
- One-to-One Consulting - Instructional Coach and Specialist provided one-to-one consulting via Zoom sessions to support faculty with Blackboard and instructional technologies for online teaching, April 1 – 30

PROGRAMS IN DEVELOPMENT:

- Coffee Collaborative Series
- LMS Fundamentals
- Microsoft Teams for Faculty & Staff online training
- Zoom Training
- Transformative Tuesdays Series
- One-On-One Consulting
- Building a Sense of Belonging with Flipgrid

LISA ALEMAN & MONICA PEREZ
PROJECT MANAGERS – ACADEMIC AFFAIRS

PROJECTS – BOOKLETS, EVENTS, HIGHLIGHTS, PRESENTATIONS AND REPORTS:

- Assisted Public Relations by developing and gathering information for webpage
- Assisted with development of Distance Learning Certifications Summary
- Assisted with development of Special Assignment Compensation Model
- Assisted University Relations with review of multiple articulation agreements
- Collaborated with Academic Excellence Office regarding financial status of Valley Scholars Program
- Completed edits and submitted revised Spring 2020 Final Exam Schedule for upload to webpage
- Continued to coordinate recognition of retiring faculty
- Developed Transition to Remote Learning PowerPoint presentation
- Finalized Faculty Characteristics spreadsheet for specified programs
- Finalized updates to Cybersecurity booklet
- Monitored status of ANWTS Sponsorship Request mail out and online grant applications

- Submitted online PR request to upload current Handbook of Faculty Credential Requirements for Courses by Description

PROJECTS – INSTRUCTIONAL EFFICIENCY REPORTS (BUDGETS AND FACILITIES):

- Began reviewing Faculty Handbook revisions
- Continued working on FLAC - updating document, revising procedures, working on technical issues, and creating Admin User Guide
- Continued working on FY 20-21 Academic Affairs Staffing Plan and Budget Development requests
- Continued working on vacancy report for faculty and staff
- Continued working with HR on FLAC pilot implementation for upcoming trainings
  - Continued creating internal procedures for Academic Affairs Division
  - Worked with HRIS Manager and CSL Manager to develop upcoming trainings
- Continued working with Maintenance and Facilities on office space/building renovations/space modifications across all campuses
  - Renovation on Pecan Building H Culinary Arts
  - Space Modification for PCN J3.1102 suite- Dean for Liberal Arts- underway
  - Re-carpet of Building J- 1st floor; set for May 2020
  - Working with departments to collect information for CIP submission
- Continued working with the Grant Office and the NAH Division on the Knapp Community Care Foundation grant
- Finalized the Non-Exempt Staff with reduced hours during Summer 2020 report
- Worked with Curriculum & Student Learning on job descriptions

DESIGN WORK – CONTENT AND/OR UPDATES:

- Assisted OVPAA with academic related design projects and requests
- Assisted with Distance Learning Certifications table design
- Continued working on ANWTS Event Information booklet
- Converted Distance Learning social media flyer to web ready image
- Created a Division of Social Behavioral Sciences web banner and edited U.S. map graphic for DCP
- Made corrections to ANWTS Sponsorship Request and Sponsorship Request Form for website
- Updated Cybersecurity booklet and Cybersecurity Certificate Degree course handout
- Worked on 2019-2020 Faculty Spotlight
- Worked on Dual Credit Instructional & Quality Standards Manual cover page artwork and "Faculty Site Visits" web banner

MEETINGS:

- Participated in Teams conference call with Facilities and NAH Project Manager regarding the CIP submitted for NAH EMT Renovation, April 3
- Participated in Teams meeting with Director of Research & Analytical Services, Curriculum & Scheduling Manager, and Coordinator to discuss status of Chair Evaluation and SmartEvals, April 22
- Met with Dean and Director of Distance Learning to discuss relocating staff back into PCN A-140 due to furniture upgrade, April 28
- Participated in virtual meeting regarding PCN Bldg H renovation with the architect, contract, and FPC, April 30

SOUTH TEXAS COLLEGE

INFORMATION SERVICES, PLANNING, PERFORMANCE AND STRATEGIC INITIATIVES

VICE PRESIDENT OF INFORMATION SERVICES, PLANNING, PERFORMANCE, & STRATEGIC INITIATIVES

TO: DR. SHIRLEY REED, PRESIDENT

FROM: DR. PLUMMER, VP ISPP&SI

DATE: MAY 5, 2020

SUBJECT: ACTIVITY REPORT FOR APRIL 1, 2020 THROUGH APRIL 30, 2020

ALICIA R. GOMEZ, CHIEF INFORMATION OFFICER INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

BANNER SELF-SERVICE 9

The IT team continues to work on enabling new Banner 9 Self-Service features such as the Finance module direct deposit. The JagNet self-service direct deposit module will allow staff to provide an account and routing number to allow payroll and travel funds to be electronically deposited to the employee's financial institution of choice. This feature will go live in mid-May in preparation for payroll process. Other issues experienced with SSB9 deployment such as the Purchase requisition option have been fixed.

JAGNET

New electronic forms accessible via JagNet were designed to facilitate some new and existing processes. A Care Act form has already been enabled to allow students who are unemployed to request additional funding. In addition, an accountability form was designed to report STC employees with Corona related symptoms. Along with these, a drop form to allow students to drop with passing grades will go live in early May. Finally, the previously scheduled re-organization of the icons and additional options to access e-mail and other Microsoft 365 cloud applications from JagNet was completed. These new features allow faculty and staff to access additional technology services while working from home during the transition period.

CHROME RIVER (TRAVEL)

A new Chrome River project manager was designated last month and the teams will continue to work through the technical sprints to implement the travel solution. The new cloud-based travel software interfaces with Banner and allows faculty and staff to login with the same STC username and password. Per Business Office request, the go live date for the Chrome River travel solution has been rescheduled for the summer.

TIME CLOCK PLUS PHASE II

The new electronic time adjustment form and workflow process are now live. This form allows staff to submit time adjustments via SharePoint. The implementation team met with TCP representatives to discuss the upgrade of the time keeping system to their new cloud version. The teams agreed on migrating to the cloud solution the last week in May after the payroll cycle is complete and before June 6 which is when the current TCP contract ends.

INFRASTRUCTURE

DISASTER PREPAREDNESS/RECOVERY PLANNING – STARR DATA CENTER

The IT team hosted a meeting with Tyler Junior College technical representatives to discuss details regarding the possibility of collaborating in a long-term plan for storing and recovering data in the event of a disaster. Representatives from both institutions met to finalize the vision to install equipment at the TJC data center to backup STC Banner data and vice-versa, however; the project was put on hold due to the COVID19 transition.

A new date is yet to be decided for testing the Banner and equipment functionality at STARR County. After the failed early summer attempt to test the new gas generator that powers the Data Center at STARR County, the Facilities team confirmed the generator is now functional.

The CIP process and budget associated with the generator replacement in building M has been included in the plans for this fiscal year. The current generator runs for only 16 consecutive hours and the fueling services are not reliable during weather contingencies; a gas generator will replace it.

OFFICE 365 MIGRATION

The Microsoft Teams governance for data retention and retrieval was completed and the project launched for STC students and staff as a response to the work from home initiative due to COVID19. The Microsoft Teams was used during the transition period for departmental meetings and for some classes. The IT staff in collaboration with the Professional Development Office will offer Microsoft Teams training and presentations for faculty and staff who wish to use the Teams application. Other 365 apps such as Flow and Power App will be implemented next.

VIRTUALIZATION PHASE II

The IT Department worked on providing a virtual environment that is accessible via JagNet for staff to work from home during the COVID19 transition period. The IT Risk and Security teams worked on providing access to essential staff and helped them register for DUO authentication for additional security. The new environment was monitored on a daily basis for capacity and performance and no issues were reported.

This part of the VDI project which consists in scaling up the virtual environment was put on hold due to other priorities. After assessing the current virtual environment, the IT team met with the consultants to go over the results. The assessment was focused on evaluating the committed Virtual Desktop environment resources. Netsync will provide hardware quotes on February to scale up the solution along with the ability to virtualize additional desktops.

WINDOWS 10 UPGRADE

The Desktop team worked on supporting the STC community during the Work from Home (WFH) initiative by providing baseline services and updates to staff laptops used to connect from home. Additionally, the team took the opportunity to work on annual maintenance and upgrades to class podiums and lab computers throughout the STC campuses.

The Windows 10 operating system upgrade was put on hold due to other priorities. The IT Department continues to work on the institutional-wide Windows 10 operating system upgrade project. The amount of computer upgrades at this time totals 7,755 this is 94% of the computers district wide. This number includes student labs in all STC campuses, as well as new faculty and staff computer acquisitions.

JOSE LUIS GONZALEZ, CISO
INFORMATION SECURITY

OFFICE 365 EMAIL SECURITY

- Multi-Factor Authentication enforcement in Office 365 Webmail has been applied to over 900 faculty and staff. Currently working on a communication campaign to enrolled all pending employees.
- Employees were enrolled in Duo Security and will receive a second prompt to verify their identity when accessing Office 365 Webmail from outside the college network.
- Once enrollment is complete, we have identifed other application/serivices were risk can be reduced with multi-factor authentication.

GOVERNANCE

- Targeted awareness emails to faculty and staff that are not following the Data Classification procedures and guidelines.
- The awareness email providing security best practices when using ZOOM Video Communications.
- Completion of IE Plans at the department level for 2019-2021.

RISK MANAGEMENT

- Library Services management has approved a targeted phishing assessment for the department that is scheduled prior to our division's professional development day.
- Prior to the assessment, an overview of the current internal processes of the Library for handling phishing emails will be discussed with their staff.
- The purpose of the targeted phishing assessment is to demonstrate the business impact and to identify gaps in awareness and training.

COMPLIANCE

- We are currently evaluating EVERFI cybersecurity awareness training for compliance with SB3834.
- Additionally, we are also coordinating with Human Resources management to consolidate all of the required employee training for ease of compliance reporting.
- The bill does not require us to report completion of cybersecurity awareness training at this time, but the plan is to maintain records of cybersecurity in case reporting requirements change cybersecurity.

INFORMATION SECURITY PROGRAM METRICS

- We are creating information security metrics that will help us track the progress of our initiatives and the performance of our security controls.
- We will be leveraging an enterprise security log solution for analytics-driven security and advanced threat detection.
- A standard success plan is being coordinated with IT Risk & Security to expand our current use case.

DR. MARIE EVANS, DIRECTOR
EDUCATIONAL TECHNOLOGIES DEPARTMENT

Monthly Activity Report for Apr. 2020

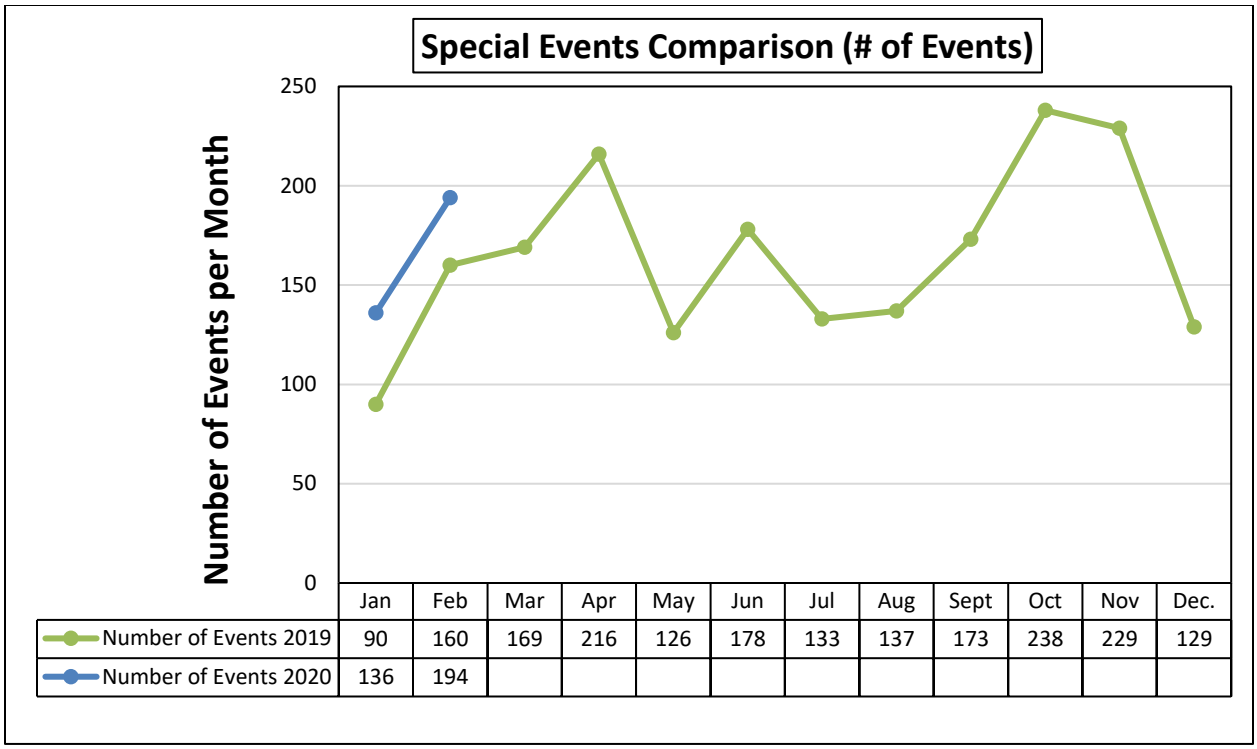
Meetings:

- 3/2/2020: Pecan Campus Building H Renovation for Culinary Arts, ET Update Conference Call, ET Director One-on-One with Dr. Campos
- 3/3/2020: Coordinated Operations Council, After Storm Checklist, Council of Chairs
- 3/4/2020: Pecan Campus Building H Renovation for Culinary Arts, Renovation and Expansion of the Existing Pecan Campus Library
- 3/5/2020: Meeting with Lisa Walters
- 3/6/2020: President's Administrative Staff Meeting
- 3/9/2020: Meeting with Lisa Walters on Presentation, ET Update Conference Call
- 3/10/2020: ET Leadership Meeting, Pecan Student Meetup
- 3/12/2020: Pecan Campus Building H Renovation for Culinary Arts, South Texas Playposit Standing Meeting
- 3/13/2020: Meeting with Shannon Perales at Starr Campus, Starr Campus tour of ALC and building C Interactive Classrooms

Monthly Special Events Comparison

2019	
Jan	90
Feb	160
Mar	169
Apr	216
May	126
Jun	178
Jul	133
Aug	137
Sept	173
Oct	238
Nov	229
Dec.	129
Total:	**1978**

2020	
Jan	136
Feb	194
Mar	
Apr	
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec.	
Total:	**330**

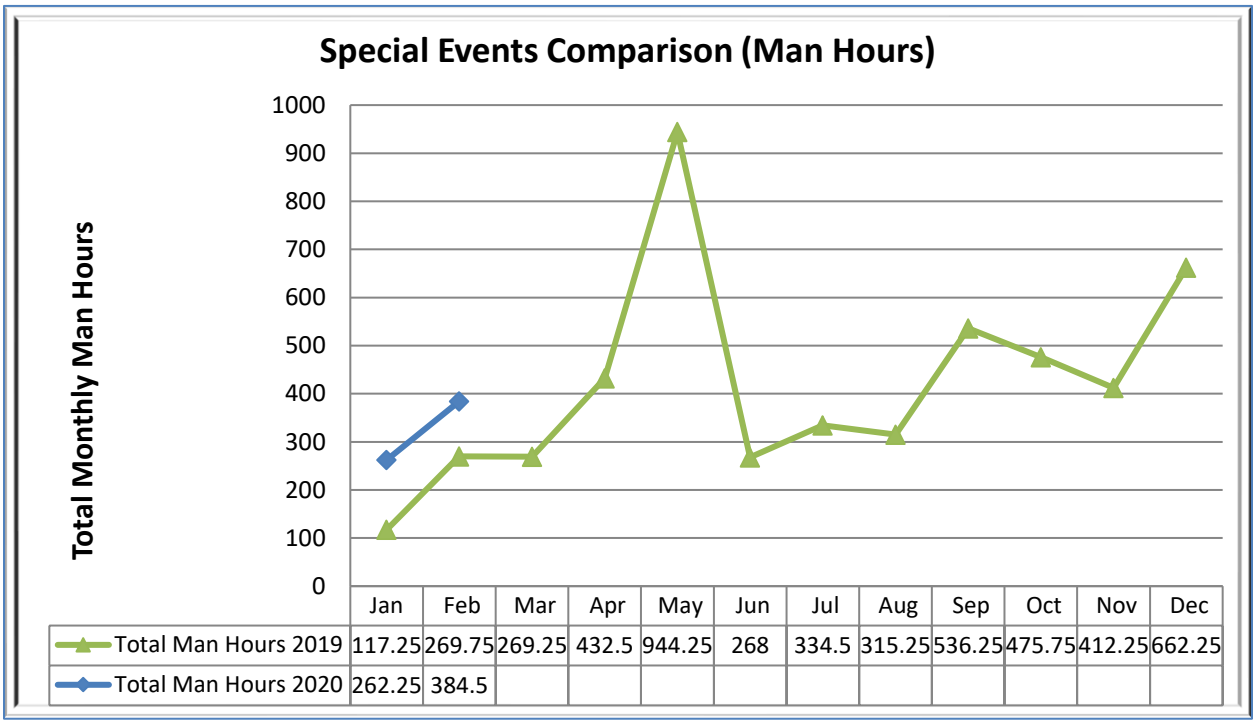


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec.
Number of Events 2019	90	160	169	216	126	178	133	137	173	238	229	129
Number of Events 2020	136	194										

Total Man Hours

2019	
Jan	117.25
Feb	269.75
Mar	269.25
Apr	432.5
May	944.25
Jun	268
Jul	334.5
Aug	315.25
Sept	536.25
Oct	475.75
Nov	412.25
Dec	662.25
Total:	**5037.25**

2020	
Jan	262.25
Feb	384.5
Mar	
Apr	
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec	
Total:	**646.75**



	Pecan	Starr	Mid-Valley	Tech	NAH
Laptop	10	9	8	2	12
Data Projector	73	21	21	4	23
Projector/ Laptop	1	8	0	0	0
Computer	44	20	13	0	18
Microphone (Hand Held)	25	13	17	2	28
Microphone (Lapel)	25	0	2	0	0
RF Remote	36	5	0	3	0
PA System	3	3	1	2	7
TV/ Display	60	1	0	0	24
Screen	73	8	0	4	14
Portable Table	1	0	0	3	5
Keyboard/ Mouse	38	0	9	2	5
Mic Stands	0	10	0	0	8
Table Top Mic Stands	0	0	0	0	2
Document Camera	1	0	65	0	0
iPad	1	0	0	1	1
Mixer	0	1	0	1	4
Webcam	3	1	0	1	6
MAC Adaptor	0	0	0	0	0
Video Camera	0	1	2	0	2
Direct Box	0	0	0	0	0
Digital Camera	0	0	0	0	0
Speakers	6	0	0	0	7
Headphones	0	0	1	0	0
HH Voice Recorder	0	0	0	0	0
Wireless Lab	0	0	0	0	0
HD Video Streamer	0	0	0	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	0	0	0	0
Tripod	1	1	0	2	2
Polycom Phone	0	0	0	0	0
Stooges (switcher)	0	0	0	0	0
LANC Controller	0	0	1	0	2
Exposure Meter	0	0	0	0	0
Camera Stabilizer	0	0	0	0	0
Comm. Headset	0	0	0	0	0
PTZ Camera	1	0	0	0	0
Interactive Display	0	0	7	1	3
PTZ Joystick	1	0	0	0	0
Gooseneck Mic	0	0	0	0	0
Blue-Ray Player	0	0	0	0	0
TOTAL	***403***	***102***	***147***	***28***	***173***

DR. BRADLEY W DAVIS, DIRECTOR
INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

INSTITUTIONAL EFFECTIVENESS

- IEA 2019-2021Cycle
  - IE Objective Implementation – Format for measuring completion of initial submission, content, analysis and quality of IE objectives. There are three versions of the IE Plans 1) raw data by division, sub-division and department. 2) by strategic direction, one tab per direction, then by division, sub-division and department. 3) by division and sub-division tabs. These formats provide the basis for analysis and evaluation. Shared initial analysis to start detailed analysis of what survey, focus group, qualitative and quantitative evidence are required to set baselines and measure success of IE Plan objectives. There will be two reports, 1) identify specific goals requiring common types of support. 2) how many goals within each division and sub-division require support for different types of measurements. Samples for good practices were collected to inform development of a framework for building STC data standards and data integrity, as well as establishing institutional and reporting agency definitions for commonly used data element. Working on researching best BANNER institution data standard manuals, sharing to the IEA SharePoint site. Searching for listing of common student characteristics/demographics views, tables and fields for potential research and reporting purposes.
  - Strategic Directions Goal and Directions – Excel report was created to identify which departments need support to develop and/or improve their goals/objectives. Through online research, it was identified a number of entities with manuals and presentation methodologies on the topic for further review and analysis.
  - One on One Assistance – Met with and/or provided support by phone and e-mail to the following divisions, departments and programs to discuss or finalize IE Plans: Division of Liberal Arts, Political Science, Distance Learning, Human Resources, Public Affairs & Marketing and Purchasing & General Services. Worked onn IE Plans with HR, Distance Learning, FAS, and provided information to Healthcare Student Success, EMT, and PTA. IE Plans "tips you can use/deadline reminders: were sent, as well as "TODAY is the deadline" reminder with a schedule of Next Steps, including a report to Deans and Vice-Presidents of the IE Plans status of each of their units to start going out on Wednesday, May 6.
  - Workshops – On hold until either 1) Employees report to campus for work or 2) an online version of the training or outreach to use the "tool box" is developed. Need feedback from area leadership on how this will fit with the workload of certain areas while employees are working from home or providing support on campus as essential employees. Video conference functions of TEAMS has been used, followed by a phone call.
  - Xitracs updates (ie. Entity tree reports). On hold until the template can be placed off-line.
  - IE Plan progress tracking – Report indicates which departments had completed the SMART objectives, as well as what departments hadn't started their IE Plans or barely submitted any information.
  - IE Plan backup – On hold until employees return to campus.
  - Tips/FAQs – Outlined the content of a series of FAQs to help IE Plan Writers to complete their submissions.
- 2017-2019 CQI Draft – Project on hold as IE objectives are no longer rolling from one cycle to the next. The CQI format needs to be reviewed for possible adjustments before being reactivated.

DATA REQUESTS AND SACSCOC

- CBM Data request for KPIs updates – Requested CBM001, Fall 2019 and CBM009, AY2019 data and get shared from RAS and the Office of Admissions & Records.

FACTBOOK AND DATA PORTAL

- Data reports from THECB or on their website needed for updating the STC factbook.
- KPIs update for Data Portal – Requested CBM data and worked on STC KPIs and reports update for Data Portal.

MEETINGS / TRAININGS

- Discover appropriate synchronous communication options for use while working from home.
- SACSCOC CCR submission weekly meeting with Dean. It may be necessary to review all areas to identify principles that may need additional evidence for a Focused Report.
- Division (IEA & RAS) meeting with Dean on updates and planning – follow up and updates of projects.
- IEA online weekly meetings – updates of projects.
- KPI's and SAI's development meetings – On hold until further notice.
- QEP Meeting – SENSE survey items were identified and would be important for baseline and success measures of the QEP. Analysis of "tends: were presented for STC results comparing 2012 and 2017 administrations of the survey. To see if these are trends or anomalies, it will be important to compare these data with the results for the 2014 administration of the survey.

MISCELLANEOUS

- Professional Development – As per Dr. Plummer's instructions, Dr. Davis began to review free professional development opportunities to share with IEA staff. Participation in training will take place online, as part of working hours. LinkedIn offers free online trainings.

PROJECTS

- IEA and RAS web pages – Worked on draft of recommendations and webpages updates.

DR. FERNANDO CHAPA, DEAN
INSTITUTIONAL RESEARCH, EFFECTIVENES & STRATEGIC PLANNING

INSTITUTIONAL EFFECTIVENESS

- IRE&SP IE Plan – Completed.

DATA REQUESTS AND SACSCOC

- SACSCOC
    - On-site visit – Preparation has begun. Hotel has been selected.
    - Completing packets to be mailed for Compliance Certification.
    - Prepared fall notification letter for deactivation programs approval.
- QEP
    - Writing – Reviewed draft and submitted Topic selection portion.
    - Implementation Team Logistics – Development team presented draft year one services and timelines and narrowed the choice for QEP name.
    - Discussion Forums – Hosted forums with ATD and faculty.
- National Science Foundation Grant Assessment – Coordinated Focus Groups and survey for evaluation of grant.

MEETINGS / TRAININGS

- SharePoint Governance Committee – Working on IRE&SP active sites in preparation to the migration.
- Academic Council – Dr. Davis presented at the Academic Council regarding the updates to the STC policy/practice on substantive changes for SACSCOC, primarily the formation, membership and charge of the STC Substantive Change Committee and the new SACSCOC timelines for prospectus submissions (when needed) and the timing relationship between prospectus submission and allowable start date for the program/change.
- Reaffirmation Leadership Meeting – Led meeting to discuss final details of Compliance Certification Report and On-Site visit logistics.
- Data Summit Meeting.
- AACU Pathways – Attended conference in Arlington, VA from March 4 to 6, 2020.
- IRE&SP Administrators and Staff Meetings – Current and upcoming projects, share of information. Extended discussion of the Data Summit for Academic Affairs during the College-Wide Professional Development Day – IE Planning process and SACSCOC submission, especially as it deals with standard 8.1
- QEP
    - Discussion Forums – Meeting with faculty for feedback.
    - IRE&SP was represented at ongoing QEP development meetings.

DR. JESUS CAMPOS, DEAN

LIBRARY AND LEARNING SUPPORT SERVICES

Project Highlights

Pecan Campus Library Renovation Plan	**Progress: 35%**	**End Date:** June 2020
Administration issued RFQ/RFP for architectural services to analyze options and develop a renovation plan. The RFQ was issued, a Pre-Proposal Conference was held to answer questions. Proposals were reviewed and a recommendation was made to the Facilities Committee, which approved making a recommendation to the Board. Discussed space requirements for continuing operations during renovation with Coordinated Operations Council and submitted details of requirements to Facilities Dept. Participated in workshop to brief proposed architect on work of previous consultants. Prepared briefing documentation for Board on work of previous consultants. Briefed Facilities Committee. Board approved selection of ERO as project architect. Planning meeting between STC staff and ERO was held on 1/13/2020 and 1/14/2020. A revised space analysis was submitted to team by Library staff based on kickoff meeting discussions. Continued revising space requirements. ERO did a walk-through inspection of the existing building. Staff reviewed adjacency diagrams prepared by ERO and 720 Design and discussed revisions. A test fit review meeting was held with ERO and 720 Design on 4/8/2020 to review draft proposals. Revisions were discussed and made on 4/16/2020. Additional information, including a building plan for Educational Technologies areas was submitted to architects.		

Activity Highlights

- Worked on planning for Texas Council of Academic Libraries 2020 Conference.
- Set up a Trello workspace for work of student remote access taskforce.
- Worked on SACSCOC Cluster 12 Compliance Certifications Review.
- Continued work worst case scenario continuation of operations planning.
- Collected information for student remote access taskforce proposal.
- Worked with VP Hebbard to compile and submit a Work Safe Measures form and related safety plans for Pecan Campus Open Lab and Student Services operations.
- Revised and submitted safety plan for Pecan Campus Open Lab operation.
- Prepared County and City of Weslaco Work Safe Measures forms and safety plan for Mid-Valley open lab operation.
- Prepared a safety plan for Starr County open lab operation.
- Continued work worst case scenario continuation of operations planning.
- Planned reopening of STC libraries for limited services.
- Visited Starr and Mid-Valley Campus open labs and libraries to review plans for resumption of services.
- Reviewed and submitted safety plans for library services at MV, NAH, Pecan, RCPSE, Starr, and Tech.

Meeting Highlights

- Met with Library and Learning Support Services directors individually to follow up on COVID 19 continuity plan implementations.
- Participated in Texas Council of Academic Libraries Board Meeting.
- Participated in webinar meeting with VP and technology directors to discuss options for providing students with productivity devices to use at home.
- Participated in SACSCOC Cluster 12 Compliance Certification Review web meeting.
- Participated in meeting with Risk Office to review safety and operational plans for the limited provision of open lab services at the Pecan Campus.
- Participated in Student Remote Access Taskforce Meeting.
- Participated in Texas Council of Academic Libraries Board Meeting.
- Participated in meeting with VP and Educational Technologies staff to discuss ET staff support space requirements in Building U and T.
- Participated in planning meeting for Library and ET call center support project.
- Participated in meetings of SACSCOC Cluster 12 Off-Site review committee.
- Met with Directors to discuss Direct Wage staffing plans for May and summer.
- Participated in demonstration and discussion of possible solution for computer lab resource management and remote access.

Training Highlights

- Participated in "It's All About the 'CLINA" – Perkins V Webinar.
- Completed LinkedIn Learning course: *Design Thinking at Work*.
- Completed final assignment for Amigos Library Learning course: The Usable and Accessible Library Space.
- Participated in Texas Council of Academic Libraries webinar on reopening of academic libraries.
- Participated in American Bar Association training on Stay at Home Orders.

ASSOCIATE DEAN OF LIBRARY SERVICES

Meeting Highlights

- Met with staff through Zoom.
- Met with Librarian Ill's through Zoom.
- Met with staff individually through Teams.
- Participated on the Padlet meeting.
- Met with Outreach and Instruction staff members.
- Participated Review and Discussion of ERO/720 Design Building F Preliminary Proposals through Zoom.
- Participated on the ET and Library Services Planning with Dean.
- Participated on the 19030 STC Library Feasibility Owner Comments Review through Teams.
- Participated on the Remote Access Solution meeting through Zoom.
- Met with staff for the Library Operational Meeting through Teams.
- Met with Librarian Ill's through Zoom.
- Met with staff individually through Teams.
- Conference call with Mike Crowe from EBSCO.
- Met with Outreach and Instruction staff members.
- Met to discuss LibGuide meeting for the following day.
- Conference call with Educational Technologies, Centers of Learning Excellence and Dean.
- Participated to discuss LibGuide for individual classes project.
- Met for the Call Center Training.
- Met with Librarian Ill's to discuss re-opening of libraries.
- Met with Dean to discuss Direct Wage and Staffing updates.
- Met with staff for the Library Operational Meeting through Teams.
- Met with Librarian Ill's to discuss Co-VID-19.
- Met with Campus Librarians and Librarian Ill's to Discuss Re-opening Plan.
- Met with staff individually through Zoom.
- Met with Outreach and Instruction staff members.
- Met for the Call Center Training.
- Participated with the ISPP&SI Leadership Team Update.
- Met with Campus Librarians and Librarian Ill's to Items for Monday – Use with staff.

Training Highlights

- Staff members attended Texas State Library and Archives Commission Webinar on TX Libraries, and Tips for Reopening.
- Participate with the "Sirsi Open Educational Resource", web conference.

Library Data:

April Monthly Statistics
▪ Reference Questions # __4__ ▪ Active Community Users # _193___

Events and Library Art Gallery Highlights

Veronica Matamoros	**Technology Library Art Gallery**	**Exhibition:** Feb 4 – May 4, 2020. Program: April 22, 2020
Veronica Matamoros was recently awarded an Associate Degree in Imports and Exports at South Texas College. In this series of photographs, "Mi Gente," Matamoros uses 35mm film to document people from her life in Puebla, Mexico.		

Connections		
Rachel Comminos	**NAH Library Art Gallery**	**Exhibition:** Feb 11 – May 11, 2020. Program: April 21, 2020

"Connections" marks the opening of the new Nursing & Allied Health Library Art Gallery. The gallery will feature artwork inspired by creative wellness and the medical field to explore the role art can play in health and healing.

Project Highlights

BLUEcloud Circ	**Progress:** 97%	**End Date:** June 2020
Configure and deploy a cloud-based SirsiDynix product that allows staff to perform user management and transaction tasks in Symphony through a web interface. This product is expected to provide new functionality that improves staff efficiency and reduces licensing costs. The team is currently testing and working to resolve known errors. The end date has been extended since there is no reason to roll out this product while CLE and Open Labs staff are not checking out items due to the college closings.		
Library Website Improvements	**Progress:** Phase I – 100% Phase II – 98%	**End Date:** May 2020
Update the library website to improve usability, accessibility, and mobile compatibility, as well as provide a more modern design that aligns with other college websites. Phase I includes updates to the style and navigation of pages, with minimal change to the actual content. Phase II involves the reorganization of pages and content that have expanded over time, in order to help users find information more efficiently. Development is almost complete on all pages; however, the team has decided to wait to publish the new versions of very high-traffic pages until the semester ends.		
Vinyl Signage	**Progress:** 10%	**End Date:** August 2020
Create vinyl signage for all campuses to replace an assortment of staff-created directional, procedural, marketing, and other informational signs. The goal of this project is to have professional, consistent signage at all locations. All signage has been installed in the NAH library and now the team is planning and designing signage for the Mid Valley Open Labs and CLE.		
Inventory of Furniture at MVC, NAH, & STRC	**Progress:** 99%	**End Date:** June 2020
Inventory of Bond and Non-Bond new furniture and equipment. Nursing & Allied Health Campus Library received grommets from Cultural Surroundings. Pending end panel and installation at Starr County Campus Library and the missing bottom shelf has arrived at the Nursing and Allied Health Campus Library.		
Technology Campus Library Renovation Planning	**Progress:** 50%	**End Date:** August 2020
Continuous planning of square footage for Library, Centers of Learning Excellence and Open Labs.		
Pecan Campus Library Renovation Planning	**Progress:** 60%	**End Date:** July 2020
Continue planning of essential services provided, equipment, furniture, square footage for Centers of Learning Excellence, Educational Technologies, Learning Commons & Open Labs, and Library Services.		
Annual Reporting (ACRL, iPEDS, STC)	**Progress: 95%**	**End Date: May** 2020
Phase I – Assign sections of survey to teams Phase II – Compile and review data Phase III – Write the annual report (STC Annual) Phase IV – Format, edit and finalize a print tri-fold brochure (STC Annual) Phase V – Complete the ACRL web survey (February date) Phase VI – Complete the iPEDS web survey (February date)	Phase I – 100% Phase II – 100% Phase III – 100% Phase IV – 95% Phase V – 100% Phase VI – 100%	
There are three annual reports / surveys to be prepared for submission 1) ACRL 2) iPEDS 3) FY19 Annual Library Report. The data collection team includes Library Services AAs, Systems & Automation, Technical Services, Open Labs staff, and Administration. Sections have been assigned to subgroups of the ACRL survey. The ACRL survey is complete a file to upload into iPEDS will be available eliminating most of the work for iPEDS. The FY19 STC report will be completed after all the data is collected. Printed version is ready for the final layout to sent to print. Web version is 100% completed. Printed version is 100% completed. Final layout is ready to be sent and printed. Hold until further notice.		

Weed Collection	**Progress:**	**End Date:** August 2020
Phase I – Identify and Remove Items to Discard Phase II – Process Discard Items Phase IV – Auction all discarded Items	Phase I – 78% Phase II – 17% Phase III – 50%	
This project is to identify and remove outdated resources from the collections of Pecan Library Campus.		
Web Checkout Acquisition	**Progress:** 100%	**End Date:** April 2020
The purchase is on hold until IT receives the completed checklist from the vendor. Will not be purchased until further notice.		

Activity Highlights

- Supervisors continued following Business Office procedures regarding full-time staff and part-time staff for entering time in TimeClock Plus.
- Communicated with library staff regarding college updates.
- Coordinated training plans for staff due on a weekly basis.
- Coordinated WFH reports and reporting process.
- Produced social media content until passing reins back to social media coordinator.
- Database subscriptions have been renewed.
- Supervisors continued following Business Office procedures regarding full-time staff and part-time staff for entering time in TimeClock Plus.
- Supervisors coordinated WFH reports and reporting process.
- Library staff is assisting with Distance Learning through Kayako.
- Library staff worked on collection development orders.
- Subject Guides are being updated.
- Worked on Blackboard Group Project: Creating short video trainings/tutorials.
- Library staff conducted Online Library Instructions.
- Troubleshot access to Blackboard Collaborate and facilitated sessions for colleagues.
- Posted communications to social media regarding services and updates.
- Covid-19 Research Guide on Free Things to do at Home was updated with a section for Kids' resources.
- Staff member met with Chair of Art Department.
- Staff member met with upcoming speaker for virtual presentation next week.
- Supervisors continued following Business Office procedures regarding full-time staff and part-time staff for entering time in TimeClock Plus.
- Supervisors coordinated the updated WFH reports and reporting process for team.
- Library staff is assisting with Distance Learning through Kayako.
- Library staff is participating on Ask Academic.
- Library staff worked on collection development orders.
- Worked on Blackboard Group Project: Creating short video trainings/tutorials.
- Library staff conducted Online Library Instructions.
- Coordinated tutorial project for staff.
- Staff member posted communications to social media regarding services and updates.
- Staff member prepared report on Dual Credit Librarian responses to recent email communications.
- Staff member prepared update to Covid-19 Guide for Free Fun Resources to use at home.
- Staff member began project for social media campaign of work from home staff photos.
- Staff member began project for revising Research Guide database lists.
- Blog post was made for Earth Day.
- Contract modifications are in progress or completed for spring presenters.
- Supervisors continued following Business Office procedures regarding full-time staff and part-time staff for entering time in TimeClock Plus.
- Supervisors coordinated the updated WFH reports and reporting process for team.
- Library staff is assisting with Distance Learning through Kayako.
- Library staff is participating on Ask Academic.
- Library staff worked on collection development orders.
- Library staff assisted with call center.
- Library staff worked Database Tutorials.
- Coordinated tutorial project for staff.
- Coordinated tasks for staff working from home.
- Staff member posted communications to social media regarding services and updates.
- De-installed artwork, "The Wound of the Malinches" by Leticia Lowry-Garcilazo at Mid Valley Art Gallery.
- Staff member coordinated artwork pickup with artist at Mid Valley Campus Art Gallery.
- Contract modifications are in progress or completed for spring presenters.

- Coordinated and site visit of plexiglass measurements with vendor and Maintenance department for Nursing & Allied Health, Pecan, and Technology Libraries.
- Staff participated in Call Center project by attending meetings and placing calls to current students.

Meeting Highlights

- Library Supervisors met with Associate Dean through Zoom.
- Librarian Ill's met with Associate Dean through Zoom.
- Library Supervisors met with the library staff and coordinated tasks for staff working from home through Teams.
- Library staff participated in the Library Operational meeting with Associate Dean through Zoom.
- Librarian Ill's met with Associate Dean through Zoom.
- Library Supervisors met with the library staff and coordinated tasks for staff working from home through Teams.
- Library staff participated in the Library Operational meeting with Associate Dean through Zoom.
- Librarian Ill's met with Associate Dean through Zoom.
- Library staff participated in the Outreach and Instruction meeting.
- Library Supervisors met with the library staff and coordinated tasks for staff working from home through Teams.
- Met with Associate Dean of Library Services and colleagues for HIST 1301 and Course Guides project planning.
- Met with Associate Dean of Library Services and liaisons for Course Guides project rollout.
- Met with colleague about Zoom support for virtual presentation.
- Met with colleague about Course Guides sustainability.
- Met with colleagues and staff from Distance Learning and Educational Technologies regarding virtual presentations and closed captioning technology options.
- Staff member met with Systems Librarian for Zoom presentation planning.
- Library staff participated in the Library Operational meeting with Associate Dean through Zoom.
- Librarian Ill's met with Associate Dean of Library Services through Zoom.
- Library staff participated in the Outreach and Instruction meeting.
- Library Supervisors met with the library staff and coordinated tasks for staff working from home through Teams.
- Met with Associate Dean of Library Services, and a group of colleagues for planning the reopening of the library.
- Met with Associate Dean of Library Services, Dean, and Librarian Ill's for initial planning for reopening the library.
- Staff member met with Systems Librarian for Zoom presentation planning.
- Staff member met with colleagues regarding blog posts for this week.
- TEAMS meeting with Full Staff & Part Time staff.
- Participated in meetings for opening of the libraries.

Training Highlights

- Library staff participated on COVID – 19 Discussions with Texas Library Staff Webinar.
- Library staff continued trainings on LinkedIn-Learning platform.
- Library staff continued trainings on Fred Pryor.
- Library staff continued trainings on LinkedIn-Learning platform.
- Library staff continued trainings on Fred Pryor.
- Reviewed the Distance Library Instruction Virtual Poster Session (2020) – ACRL Distance Learning Section.
- Library staff completed Ask Academic training through video recording.
- Staff member attended Texas State Library and Archives Commission Regional Webinar for libraries in several counties including Hidalgo County
- Library staff continued trainings on LinkedIn-Learning platform.
- Library staff continued trainings on Fred Pryor.
- Reviewed the Distance Library Instruction Virtual Poster Session (2020) – ACRL Distance Learning Section.
- Library staff participated Texas State Library and Archives Commission Webinar on TX Libraries, Communication, and Covid-19.
- Staff member participated online training: "Tech Tools and Apps for the Reference Desk".
- Staff members continued trainings on the Amigos Library Services webinar, "Know & Go: Tech Tools and Apps for the Reference Desk video".
- Library staff continued trainings on LinkedIn-Learning platform.
- Library staff continued trainings on Fred Pryor.
- Staff members attended Texas State Library and Archives Commission Webinar on TX Libraries, and Tips for Reopening.
- Participate with the "Sirsi Open Educational Resource", web conference.

DIRECTOR OF INFORMATION COMMONS AND OPEN LABS

Meeting Highlights

All regularly scheduled departmental meetings were attended by the Director as well as the following:

- 04/02/20 – The Director met with the Dean of Library and Learning Support Services for a one-on-one to discuss the Learning Commons and Open Labs.
- 04/02/20 – The Director conducted a meeting with the L C O L Leadership Team
- 04/08/20 – The Director attended the Library Furniture Test Fit conference call.
- 04/14/20 – The Director attended a meeting for Review and Discussion of E R O/270 Design Building F Preliminary Proposals.
- 04/14/20 – The Director conducted a meeting with the L C O L Leadership Team.
- 04/16/20 – The Director met with the Dean of Library and Learning Support Services for a one-on-one to discuss the Learning Commons and Open Labs.
- 04/16/20 – The Director attended ISPP&SI Leadership Team Meeting.
- 04/16/20 – The Director attended a conference call in regard to 19020 STC Library Feasibility Owner Comments Review.
- 04/17/20 – The Director conducted the L C O L Meeting and Training.
- 04/17/20 – The Director met with the Accountability Office to review the Open Lab Safety Plan.
- 04/17/20 – The Director attended a meeting to explore remote access solution for students.
- 04/22/20 – The Director visited the Mid-Valley campus to review the installation of plexiglass in G-270 Open Lab.
- 04/23/20 – The Director attended a meeting in regard to Web Checkout Demo.
- 04/24/20 – The Director attended a meeting for computer lab monitoring software.
- 04/28/20 – The Director met with the Dean of Library and Learning Support Services to discuss Direct Wage and Staffing update.
- 04/29/20 – The Director conducted a meeting with the LCOL Leadership team.
- 04/30/20 – The Director attended a meeting to discuss systems and applications for the Library and Learning Support Services.
- 04/30/20 – The Director traveled to the Mid-Valley Campus to review the Open Labs operations.

Activity Highlights

- Several staff members assisted deescalating incoming calls to the Distance Learning Department.
- An Open Labs staff member assisted the C L E as an online facilitator.
- An Infectious Disease Preparedness and Response Plan was drafted.
- LinkedIn trainings were completed by staff working from home.
- Logistics were developed for the limited opening of the Learning Commons & Open Labs at the Pecan, Mid-Valley, and Starr Campuses.
- Limited operations at the Learning Commons & Open Labs at the Pecan, Mid-Valley, and Starr Campuses began.

District Total of Unduplicated Students Served: April 2020 Attendance Statistics: Total 74

Limited Services at the Open Labs		
Campus	Number of Students	Number of Logins
Pecan F-130 Open Lab	65	165
Pecan Group Stations F130	2	3
Pecan F-134 Internet Café	2	9
Mid-Valley G 270	7	17
Starr CLE B 208	2	8
Total:	**78**	**202**

LinkedIn Learning Trainings

In the month of April, the Learning Commons & Open Labs staff which includes full-time, part-time and work study, completed **2,351** trainings through LinkedIn Learning.

LinkedIn Learning Trainings	
	Number of Trainings Completed
Full-Time, Part-Time, and Work Study Staff Total:	**2,351**

Distance Learning Support

In the month of April, the Learning Commons & Open Labs staff supported the Distance Learning Help Desk with receiving and assisting with **511** calls.

Distance Learning Support	
Week	Number of Calls
April 1st - April 3rd	97
April 6th - April 10th	123
April 13th - April 17th	97
April 20th - April 24th	105
April 27th - April 30th	89
Total:	511

DIRECTOR OF CENTERS FOR LEARNING EXCELLENCE

Monthly Statistics **April 2020**

- Visitors: 477
- Tutoring Sessions: 847
- JagTrax Totals: 1,375

Project Highlights

Academic Resource Handouts **Progress: 46%** **End Date: June 2020**

The Academic Coaches are continuing to work on handouts and waiting for a LibGuides shell to be created. Coaches met for initial LibGuides training through Library and have begun to develop the Academic Coach LibGuides site. This site is continuing to be worked on with new materials added

Floor Plan Redesign: Mid Valley Campus **Progress: 40%** **End Date: December 2020**

Capital Improvement Proposal form submitted to redesign the MVC room. The architects have been approved by the Board of Trustees.

Online Tutoring **Progress: 9%** **End Date: May 2021**

Tutoring is now available virtually for our full complement of courses and during all CLE open hours. All staff have been trained on virtual service delivery protocols and best practices. Processes for session management, data recording and reporting, online writing services, Supplemental Instruction, and academic coaching have been developed and implemented. Two platforms are in active use: Zoom for the academic campuses and Blackboard Collaborate Ultra for CTE campuses. CLE web pages have been redesigned and updated to reflect the shift to online services. The CLE is beginning conversations to institutionalize virtual tutoring by May 2021. CLE staff will be trained on proper online tutoring etiquette.

Marketing and Promotions Taskforce **Progress: 50%** **End Date: December 2020**

CLE Facebook page is now staffed for responses to questions most of working day. Promotional videos have created and posted on Facebook, available on CLE website and has been disseminated to faculty and staff. The CLE website has been updated to reflect virtual tutoring hours and available services. Online distance learning has posted video on the Blackboard shell. Email with clickable flyer regarding our services was sent out this week and CLE has been integrated into Starfish, early alert system. Final Exam Review sessions have been posted on the CLE Facebook.

NAH BSN Support **Progress: 37%** **End Date: May 2020**

The NAH CLE is consistently working with BSN students on the new APA format. Paper review is now integrated into CLE's new Online Writing Support. Meetings with staff have been held to discuss CLE's role in remediation support, etc. Working to develop a process for on-call services with RN's who work in CLE. The new BSN Academic Coach has reached out to NAH CLE and communicated the updated needs regarding the BSN program.

TSI Workshop Video Expansion **Progress: 11%** **End Date: December 2020**

Project on hold pending training on changes to TSI format and content scheduled for end of May.

Events Highlights

Marketing and Promotions **Event Dates: April 2020**

During the month of April, the CLE has used different marketing tools to promote our online services. Online Distance Learning has posted a CLE promotional video on the Blackboard shell. Email with clickable flyer regarding our services was sent out this month and the CLE has been integrated into Starfish, early alert system. Final Exam Review sessions have been posted on the CLE Facebook.

Final Exam Reviews **Event Dates: April 29-May 8, 2020**

The CLE will have tutors available for Precalculus, College Algebra, English, and more on CLE Tutoring Page. Tutors will be in a Breakout Room, ready to assist students with these subjects. No appointment is necessary.

Campus CLE Services will Open Appointment Only **Event Date: May 11, 2020**

Campus CLE services will open a limited number of hours to offer face to face tutoring. To ensure that precautionary steps are being taken to promote the health of the students and staff, students will have to reserve an appointment ahead of time.

Meeting Highlights

- One-on-one with CLE Director and Supervisory staff.
- Met with Academic Coaches to discuss caseloads and LibGuides.
- Specialists meeting
- SI Mentor meeting
- Board meeting
- Staffing reduction meetings with CLE direct-wage employees.
- Online tutoring data collection committee
- Meet with Counseling & Disability Services secretary to discuss Starfish Academic Coach flag.
- Staffing and budget revision meeting with CLE Supervisory staff.
- CLE Director met with Counseling Director to discuss preliminary wellness collaboration.
- Planning for on sight services.
- Building F relocation meeting
- Systems and application meetings
- CLNA Perkins planning meeting
- Meeting to finalize final exam reviews.
- Met to develop etiquette training.
- Library Renovation meeting
- ISPP&SI Leadership Team meeting
- Future Staffing Planning meeting
- Asynchronous writing meeting
- Met with PTA and OTA chair.
- Discussed upcoming bootcamp with Heal 2 students.
- Discussed Contact forms with Librarian Ill-Automation Systems & Applications.
- Met with staff from Starr.
- Virtual CLE services planning meeting

- TCP meeting with supervisors.
- CLNA webinar for Perkins personnel.
- Meeting with ADN faculty: remediation support parameters, Blackboard how-to
- Student Lingo/Go2Knowledge updates and reporting meeting
- NAH writing team meeting

Training Highlights

- LinkedIn Learning trainings
- Tutor training for NAH tutoring process
- Accessibility lecture series
- Attended tips and tricks webinar for Office 365.
- Attended Organizing your resources with live Binder webinar.
- Prepping for online finals for SI leaders.
- Online resources training
- Zoom related trainings
- Etiquette training
- Blackboard related trainings
- Social media consult with PR department.
- SI trouble shooting one-on-ones.
- Part-time and Full-time supervisor meeting to discuss tutoring sessions.
- Met to discuss math/science tutoring rooms etiquette.
- Director one-on-one meetings
- Attended a webinar on ADA legislation updates.
- Attended a webinar on Understanding the Landscape of the Emotions of Change.
- Blackboard Collaborate Ultra training for SI Leaders, TCH embedded tutors, and NAH tutors.
- Multiple Zoom training sessions for tutors.
- OneDrive Training for SI Leaders.
- Recordkeeping Training with SI Leaders.
- Academic coaches LibGuide training
- 1-1 troubleshooting with embedded tutors and NAH tutors.

Activity Highlights

- Video featured on the Blackboard site has reached 4,092 views.
- Final Exam Reviews
- CLE Asynchronous usage has surpassed our third-party vendor.
- Virtual CLE video was released
- Launched virtual CLE.

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- Data Visualization Tips and Tricks, The Data Science of Nonprofit Service Organization, FERPA Training for Colleges and Universities
- Ethics of Big Data (Chapter 1, Big Data Big Impact) Ethics of Big Data (Chapter 2, Values and Actions), R Statistic for Essential Training
- Excel Data Visualization, Designing Custom Visualizations, Power BI Quick Tips, Using Questions to Foster Critical Thinking and Curiosity.
- Institutional Research and Advanced Analytics, Working with Real-Time Data in Excel, Excel: Macros and VBA for Beginners, Learning Data Science, Understanding the Basics, Learning Data Science: Tell Stories with Data, Excel: Creating Drop-Down Lists
- Learning Data Science and Ask Great Questions, Subtle Shift in Thinking for Tremendous Resilience, Excel: Tracking Data Easily and Efficiently, Learning Excel Data Analysis, Every Day Statistics with Eddie Davila, Ongoing Series.
- Learning Data Visualization, Picking the Right Chart for your Data, Power BI Top Skills, AIR (Institutional Data Quality and Data Integrity Teams. Review of CLNA examples and planning
- Overview of KNIME Software, Big Data in the Age of AI, Big Data in Education (Week One, Prediction), continued SPSS for Academic Research (focus on Quantitative Research).
- Power BI for Data Analytics, Learning Data Analytics, Statistics Foundations 2, Statistics Foundations 3, Meta-analysis for Data Science and Business Analytics, Excel Data Analysis: Forecasting
- Power BI Dataflows Essential, Data Visualization for Data Analysts, LinkedIn Learning Highlights: Data Science and Analytics, Statistics for Data Science parts: (Vocabulary and Frequency Tables, Data and types of sampling, histograms and boxplots, and measures of center and spread)
- R Statistics for Essential Training, Power BI Modeling with Dax, Comprehensive Power BI, Power BI Tutorial (From Beginner to Pro), Critical Thinking
- Review Perkins V Act Comprehensive Local Needs Assessment (CLNA) documents and guidelines - Grant Office
- SPSS Statistics Essential Training, Top 5 DAX Tricks for super effective Power BI Dashboards, DAX for Power BI: Fixing Incorrect Measure Totals, Data Rights Foundations.
- Time Management Working from Home, Critical Thinking for Better Judgement and Decision Making, Data Fluency: Exploring and Describing Data.

SURVEYS

- CLNA report requirements review findings and recommendations sent to the group; discussion with Cristina about Chair Evaluation in SmartEvals
- Dual Credit Survey
- Dual Faculty Survey
- Development Survey
- Early Covid Report
- EMT Graduates Survey
- Faculty Senate Survey
- Fire Chiefs Survey
- IPEDS for requesting two weeks extension to Spring Survey deadline
- Perkins Survey
- Support for Curriculum
- Tested Chair Evaluation in SmartEvals

QUALITATIVE STUDIES

- Discussion of projects with Matt at the office; IPEDS extension reminder to HR and Finance, replies to clients.
- Research online qualitative research methods: q-methodology
- Reviewed previous research on MVC-CDC data, created NVivo file to analyze
- Reviewed STC Embedded Tutoring evaluation report

DATA REQUESTS

- Certified Dual Enrollment Contact Hours and Semester Credit Hours (by term) for Summer 1& 2 2016, Fall 2016 and Spring 2017
- Certified Dual Enrollment Contact Hours and Semester Credit Hours (by term) for FY18 and FY19
- Count of Dual Enrollment Since Program Inception

- Cyber Security Graduates for Academic Year 2019
- Data Needed for the NSRP UNDER 70 2020-2021 " THECB grant
- Data Source and Methodology Request: Reporting Team - Online Students' Enrollment Out of State Only
- Differential Tuition"" Data Basic Police Officer, Fire Fighter, and Welding Courses
- Enrollment Comparison, Summer 2019 and Summer 2020 by Department, Student Type and by Course and Student Type
- Enrollment Comparison Verification for Summer 2019 1 & II, Summer 2020, and Fall 2020. Predicting Student Retention Using Enrollment Data, Statistics 101: Chi-square in Excel using College Enrollment. Excel Pivot Tables, Mastering Pivot Tables and Pivot Charts.
- Fall 2008 Engineering Majors
- Fall 2018 FTE count
- Fall 2019 Average Course-Load In-Person Enrollment and That of Online Only Enrollment
- Full-Time First-Time Students Enrolled Without a Student Success Course (WO) and With Student Success (WSS) Performance Measures Historic (SCH Earned, GPA, English Gatekeeper Completion, Math Gatekeeper Completion, and Fall and Spring Retention)
- Valley Scholars' Fall to Fall Retention and Graduation Rates

MEETINGS

- IRESP Updates meeting via MS Teams - Dr. Chapa and Brad
- MS Teams meeting: Perkins V Act - CLNA - Grants Office
- QEP Team meeting on MS Teams
- Secretary/AA Video Meeting: Microsoft Teams
- Teams meeting: Chair Evaluations Discussion (Christina)
- Watched Board Meeting video
- Watched video of CTCFAC Recommendations Presented to THECB (including Metrics Taskforce Recommendations)
- Watched video of THECB Quarterly Board Meeting
- Zoom meeting: ISPP&SI Leadership Team - Dr. Plummer

OTHER RESEARCH/SUPPORT

- Contacted clients regarding potential delays in research requests
- Email replies to clients, review of Covid Survey board presentation (Matt) and feedback, project assignments
- Perkins CLNA planning
- RAS upcoming work assignments planning, email to the entire team with assignments.
- Reviewed RAS section of Faculty Handbook - Curriculum Office; workflow approvals.
- TimeClock approvals; Reviewed staff's work from home forms, signed and sent to HR_Records
- Troubleshoot remote access with IS&P

MISCELLANOUS

- Admin items: Invoice approvals, reply to clients
- Admin items: Travel workflow items, answer staff questions, project assignments.
- Admin items: VPN access requests, communication with staff, answering client emails, webinar registration.
- Admin items: PDR approval
- Admin items: Weekly work from home report;
- Admin items: Reviewed work from home forms, signed, and sent to HR_Records
- Review of Hanover webinar slides: Grant Project Evaluation Plans & Logic Models
- LinkedIn: Academic Research Foundations: Quantitative
- LinkedIn: Become a Data Scientist
- LinkedIn: Become a Data Scientist (Course 2) Data Science & Analytics Career Paths & Certifications: First Steps
- LinkedIn: Become a Data Scientist (Course 3) Data Science Foundations: Fundamentals
- LinkedIn: Become a Data Scientist (Course 4) Statistics Foundations: 1
- LinkedIn: Become a Data Scientist (Course 5) Learning Data Governance
- LinkedIn: Become a Data Scientist (Course 6) Data Science Foundations: Data Mining
- LinkedIn: Become a Data Scientist (Course 7) Excel 2016: Managing and Analyzing Data
- LinkedIn Learning: Become a Data Scientist (Course 8) Data Visualization: Storytelling
- LinkedIn: Data Dashboards in Power BI
- LinkedIn: Data Classification and Standards by Nishant Bhajaria
- LinkedIn: Data Fluency: Exploring and Describing Data by Barton Poulson LinkedIn: Efficient Time Management
- LinkedIn: Ethics and Law in Data Analytics
- LinkedIn: Everyday Statistics with Eddie Davila
- LinkedIn: Excel - Analytics Tips by Chris Dutton
- LinkedIn: Excel 2016: Pivot Tables in Depth

- LinkedIn: Introduction to Data Science by Madecraft and Lavanya Vijayan
- LinkedIn: Learning Data Analytics
- LinkedIn: Learning Data Governance
- LinkedIn: Learning Essential Training 365
- LinkedIn: Learning Information Governance
- LinkedIn: Learning OneDrive
- LinkedIn: Learning Power BI Desktop
- LinkedIn: Learning R
- LinkedIn: Leadership: Practical Skills
- LinkedIn: Meta-analysis for Data Science and Business Analytics
- LinkedIn: Microsoft Cloud Fundamentals: SharePoint Online, OneDrive, and Teams
- LinkedIn: One Drive for Business Essential Training
- LinkedIn: Power BI Essential Training (2019)
- LinkedIn: Project Management Foundations
- LinkedIn: The Essential Elements of Predictive Analytics and Data Mining
- LinkedIn: SPSS for Academic Research
- LinkedIn: Statistics Foundations: 2
- LinkedIn: Statistics Foundations: 3
- LinkedIn: SPSS Statistics Essential Training
- LinkedIn: Understanding and Prioritizing Data Privacy
- LinkedIn: Working with Data on the Web"
- Training: Qualtrics Beginner Tutorial
- Training Beginning Qualtrics Webinar
- Training Instructional Design: Needs Analysis
- Training-Qualtrics Introduction Webinar
- Training-Excel: Conditional Formatting for Benninger's
- Training-Finance Foundations: Risk Management
- Training-Qualtrics Embedded Data
- Training-How to create a survey on Qualtrics
- Training Qualtrics Beginner Tutorial
- Training-Introduction to Making a Qualtrics Survey
- Training-Qualtrics Tutorial Basics
- Training-Introduction to Qualtrics
- Training- Managing and Analyzing Data in Excel
- Training-Learning Data Governance
- Training-Learning Information Governance
- Training-Qualtrics Training
- Training-How to create a survey on Qualtrics
- Training-Office Online Essential Training
- Training-Motivating and Engaging Employees
- Training-Office 365 New Features
- Training - Leading Effectively
- Training - Project Management Simplified
- Training Excel Essential Training (Office 365)
- Training-Strategic Thinking
- Training-LinkedIn Profiles
- Training-Working Remotely
- Training-Building a Better To-Do List
- Training-Excel: Introduction to Formatting
- Webinar: Introduction to Boolean Algebra, main steps of QCA
- Bootstrapping Q-Analysis
- Research best remote qual research studies
- Learning NVivo
- Business Analyst and Project Manager Collaboration
- Project Management Foundations: Small Projects
- Project Management Foundations: Schedules
- Preparations for coved-survey analysis
- Webinar: Student Concerns & Institutional Change During COVID-19
- Webinar: Using Technology to Support Postsecondary Student Learning Workshop: Introduction to Qualtrics
- Working Group Session: Berkeley Digital Humanities Working Group
- Working Group: Data Scholars: Discovery

- Workshop: Data Wrangling in R
- Workshop: Gale Digital Scholar Lab Workshop (text mining and analytics)
- Workshop: R Graphics with ggplot2
- Comparative Research Designs and Methods: Multidimensional substance matter
- Comparative Research Designs and Methods: Mill's Canon's

ISAAC GARZA, PROJECT MANAGER
OFFICE OF STRATEGIC INITIATIVES

I. Project Name: **AWS (American Welding Society)**

- Scope: **Tech Campus Accredited Testing Facility (ATF)**
- Status Summary**: Pending Approval of ATF Application from American Welding Society**
- Milestones(s):
    - **Quality Assurance Manual has been Completed.**
    - **ATF Application has been submitted to AWS**
- Next Step(s):
    - **Final Approval of Application by AWS**
    - **Mock Audit Scheduled for 09/24/2020**
    - **Final AWS Audit Scheduled for 09/25/2020**

II. Project Name: **Continuing, Professional, and Workforce Education Web Page (CPWE)**

- Scope: **Redesign of the CPWE Web Page**
- Status Summary**: Pending Completion of Requirements Gathering**
- Milestones(s): **Stakeholder agreement of the need for Web Page redesign.**
- Next Step(s)**: Draft Approval meeting is scheduled for May 27, 2020.**